



Annual Report
1992 - 93

Australian Bureau of Statistics

Annual Report

1992-93

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The Honourable John Dawkins, MP
Treasurer of the Commonwealth of Australia

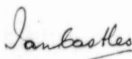
In accordance with the provisions of section 24(1) of the *Australian Bureau of Statistics Act 1975*, I hereby submit to you, for presentation to the Parliament, this report on the operations of the Australian Bureau of Statistics during the year ended 30 June 1993.

This report is in compliance with 'Guidelines for the Content, Preparation and Presentation of Annual Reports by Statutory Authorities' which were tabled in the Parliament on 11 November 1982 and endorsed by the Government in the policy information paper *Policy Guidelines for Commonwealth Statutory Authorities and Government Business Enterprises* (October 1987).

Departmental annual report requirements for 1992-93 are as advised by the Department of the Prime Minister and Cabinet in February 1993, which were based on *Guidelines for the Preparation of Departmental Annual Reports — April 1991* tabled in the House of Representatives on 10 April 1991 and in the Senate on 11 April 1991. Paragraph 1.12 of the preamble states that it is appropriate for authorities whose operations are similar to those of departments to consult the requirements and comply with them to the extent that it is reasonable to do so. This has been done in the preparation of this report.

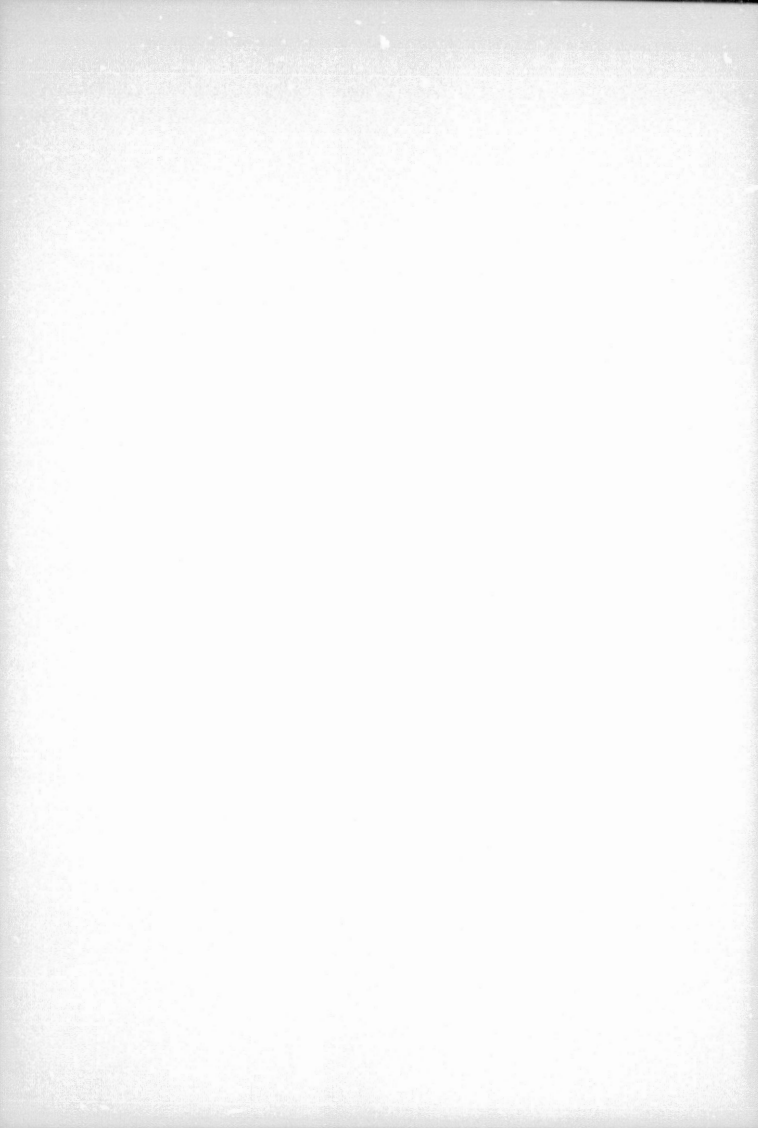
As required by section 24(1) of the *Australian Bureau of Statistics Act 1975*, I am furnishing this report to you as soon as practicable after 30 June 1993 (and, in any event, within six months after that date, as required by section 34C(2) of the *Acts Interpretation Act 1901*). Section 24(3) of the *Australian Bureau of Statistics Act* requires you to cause this report to be laid before each House of the Parliament within 15 sitting days of that House after you receive it.

This minute is dated on the day I approved the finalised text of this report for printing.



I. Castles
Australian Statistician

23 September 1993



...the largest number of small businesses in the country. The next biggest group of employees (983,000) work in sales and personal service jobs, a rise of 1.4 percent from 1994. The latest figures

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Housing loans up 1.7pc as rates fall

grant number 10,000 on overseas. In season, however, the number of departures was 9 per cent less than in Feb. By economics correspondent ROBERT GARRAN

[illegible]

Company profits

breaking records

The post-recession breed of stocks for the third quarter by a population held private

Report on women in Australia

... issues identified in the
Agenda 2000 ...

Jobless rate dips to

all-time Car registrations down 10.7 per cent in 1992. The Government hopes a 1993-94 budget will show most of the recovery has been shown by the end of the year.

record New car registrations dropped by 1 per cent in February on seasonally adjusted figures from the previous month, according to the Australian Bureau of Statistics (ABS). Compared to the previous February they were down 1.7 per cent. The figures, which were seen as a sign of the economy's strength, were down 1.7 per cent from the previous February. The ABS said the economy is at the moment remained flat in the Westpac City Bill. The ABS said the economy is at the moment remained flat in the Westpac City Bill.

Long-term

Australians

older, wiser

The Prime Minister, Paul Keating, said he would not be surprised if the unemployment rate rose by 1.5 per cent in the next few months. He said the government would prefer a slower rate of growth than a higher rate of unemployment.

Australian Bureau of Statistics

Mission

Our mission is to assist and encourage informed decision-making, research and discussion within governments and the community, by providing a high-quality, user-oriented and dynamic statistical service; we will actively co-ordinate statistical activities across government agencies and promote the use of statistical standards.

CONTENTS

<i>Chapter</i>		<i>Page</i>
1	The ABS in 1992-93: An overview	1
2	ABS program	5
	Program structure	5
	Objective	5
	Description	5
	Financial resources	8
	Human resources and organisation	8
	Management and planning	9
	Security of ABS data holdings	13
3	Statistical operations sub-program	17
	Objective	17
	Description	17
	Outputs	18
	Performance	19
	Reducing respondent load	23
	Review of components	26
	Information services	26
	Publishing	31
	Electronic dissemination	32
	Marketing and public relations	33
	National accounts	35
	International accounts	36
	Foreign trade	39
	Prices	40
	Financial accounts	40
	Public sector accounts	41
	Agriculture	41
	Mining	43
	Energy	43
	Manufacturing	44
	Distribution industries	44
	Construction	45
	Transport	45
	Tourism	46

	Service industries and small business	47
	Economy wide statistics	47
	Business surveys	48
	Science and technology	48
	Environment	49
	Integration and classification	50
	Business register	51
	Economic statistics systems	52
	Population census	52
	Demography	53
	Health and welfare	54
	Labour	55
	Social, analysis and standards	56
	Population surveys	59
	Data management	60
	Econometric and time series analyses	61
	Mathematical statistics	62
	Statistical services and user liaison	63
	Information Technology Bureau	64
	Technology planning and development	65
	User support	66
4	Corporate services sub-program	67
	Objective	67
	Description	67
	Outputs	67
	Performance	68
	Review of components	69
	Executive	69
	Personnel management	70
	Technology training	74
	Resource management	74
	Office support	75
	Secretariat	78
	Internal audit	80

<i>Chapter</i>	<i>Page</i>
Appendix 1	Program structure 83
Appendix 2	Top structure, staff and program component responsibilities 85
Appendix 3	Staffing 89
Appendix 4	Personnel development and training 99
Appendix 5	Equal employment opportunity 107
Appendix 6	Industrial democracy 113
Appendix 7	Occupational health and safety 117
Appendix 8	Financial statements 119
Appendix 9	Estimates of expenditure by program component 147
Appendix 10	Fraud control 151
Appendix 11	Failure to gazette purchasing information 153
Appendix 12	Payment of accounts 155
Appendix 13	Consultancy services and market surveys 157
Appendix 14	Property usage 165
Appendix 15	Reports by the Auditor-General 167
Appendix 16	Inquiries by Parliamentary Committees 171
Appendix 17	Freedom of information statement 177
Appendix 18	Documents tabled in Parliament 183
Appendix 19	Social justice, access and equity, and status of women 187
Appendix 20	Professional papers by ABS officers 197
Appendix 21	Special articles in earlier annual reports 201
Appendix 22	Index of requirements 203
Index	223

Notes. In this report after the first reference the Australian Bureau of Statistics is referred to as the Bureau or the ABS, and the Australian Statistics Advisory Council as the Advisory Council or ASAC.

The letter 'r' before numbers in tables refers to data revised since publication in previous annual reports.

The contact for any inquiries or further information on the contents of this report is the First Assistant Statistician, Coordination and Management Division, at Cameron Offices, Canberra — telephone (06) 252 6052.

1 THE ABS IN 1992-93: AN OVERVIEW

During 1992-93, the Australian Bureau of Statistics (ABS) continued to enhance the quality, quantity and timing of the statistical service it provides to Australian governments and to the community generally.

The ABS continues to recognise the importance of ready access to basic statistics for public information. Accordingly, copies of all publications are made freely available to public libraries and most tertiary institutions. During the past year efforts were continued, in conjunction with libraries, to improve the public's access to ABS publications. Contact with public and tertiary institutions' libraries was increased from 300 to 440, with a majority now having substantially larger holdings of ABS publications and greater awareness among their staff of the extensive range of statistical information contained in ABS publications. The achievements in this library extension program earned the ABS first prize in the Institute of Public Administration's 1993 Innovative Management Awards. Arrangements are in hand to offer a similar service to libraries in government, business and industry organisations.

In 1992-93, \$18 million in revenue from statistical products and services was received, an increase of 34 per cent on the previous year. The growth was largely due to increased revenue from statistical consultancy services and, in particular, special surveys funded by major users.

Processing of data from the 1991 Census of Population and Housing was completed in 1992. Following the earlier releases of preliminary census counts, final detailed census data were released progressively for each State in 1992-93, commencing with the release of community profiles (detailed tables for all census areas from collection districts upwards) for Tasmania in December 1992, and concluding with release of the Victorian and Australian community profiles in April 1993. Regrettably, release dates were some months later than planned due to unexpected difficulties in finalising complete data. The data profiles contain about twice as much data as were provided from previous censuses, and are also available on an on-line access system which allows them to be tailored to the needs of the census user. State Comparison series and the Capital Comparison series were also released. In addition, all pre-specified detailed national tables, customised to the needs of individual census users, were produced. Further detailed State and Territory

tables, both customised and standard, are progressively being released. CMAP91, a new CDROM product from the 1991 Census containing topographic data for all of Australia overlaid by the 1991 Census statistical boundaries, was also released.

As well, planning continued for the 1996 Population Census, with publication of the *ABS Views on Content and Procedures*, and consultation with users on topics submitted for inclusion.

Printed publications are the traditional medium for the release of official statistics. Significant new topics covered during the year included statistics on the structure, activity and performance of Australian industry; quarterly State accounts; an extensive profile of women; and (on microfiche) a historical series of official statistical publications since Federation. Other new titles included directories of energy and housing related statistics, and of education and training statistics; an information paper on the latest (12th) series of the consumer price index; a users' guide to statistics from labour force and supplementary surveys; and an analysis of the quality of foreign trade statistics.

During the year the ABS released an upgraded edition of its annual flagship publication, *Year Book Australia*, containing significant improvements in its contents and presentation. Plans are in place for progressive introduction of a new style for ABS publications in general, with the overall aims of clearer presentation of statistics, introducing additional publications designed for a more general readership, and rationalising the large number of traditional publications.

In parallel with these activities, the ABS continues to develop and improve its understanding of its markets as a basis for maximising its statistical service to users. During 1992-93 the 'Dial-a-Statistic' facility was changed from an answering machine service to a 0055 telephone service and the number of key statistics available to clients was increased. A recorded message, available 24 hours a day, provides clients with key statistics on the Consumer Price Index, Balance of Payments, National Accounts, Labour Force, Average Weekly Earnings and Population Estimates. The total number of calls was approximately 64,000.

The National Aboriginal and Torres Strait Islander Survey (NATSIS), which will provide comparable information on Aboriginal and Torres Strait Islander people across Australia, is currently being developed from funding provided by the Commonwealth

Government as part of its response to the recommendations of the Royal Commission into Aboriginal Deaths in Custody.

Submissions have been received from Aboriginal and Torres Strait Islander organisations and extensive discussions have been held with government agencies and Aboriginal and Torres Strait Islander organisations about the content of the NATSIS. Advisory groups have been established to provide advice on cultural issues as well as the priorities of the information to collect.

The NATSIS will be conducted from March to June 1994 and first results are expected to be available by early 1995. The results will complement information from other sources such as the 1991 Census of Population and Housing and the Aboriginal and Torres Strait Islander Commission's 1992 Housing and Community Infrastructure Needs Survey.

The Government provided additional resources to the ABS to develop a business expectations survey. The first results are planned for release in October 1993.

The ABS released further results of the 1989-90 Health Survey during the year, and completed the collection phases of the disability and ageing, time use and crime victims surveys during the year.

The Standing Committee of Attorneys-General agreed to set up, and partly fund, a National Criminal Court Statistics Unit.

In keeping with closer economic relations with New Zealand, a new standard industry classification for use in both countries, developed in conjunction with the New Zealand Department of Statistics, was published in 1992-93. Its use will greatly improve the comparability of industry statistics produced by the two countries.

The ABS has continued to provide technical assistance to official statistical agencies in developing countries in the Asia-Pacific region, through visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia by staff of official statistical agencies of countries in the region for study tours and training. This assistance is often at the request of, and supported by, international agencies such as the IMF, OECD and the Asian Development Bank.

The United Nations Statistical Commission, of which Australia is currently a member for a four-year term, held a session at United Nations headquarters in New York in February–March 1993. Australia was represented by the Australian Statistician. Two important steps were taken by the Commission: first, it recommended the adoption of a revised System of National Accounts, culminating over a decade of work by the United Nations and other international organisations and, second, it decided on important approaches to strengthen international statistical cooperation and development.

Australia also participated in a session of the Committee on Statistics of the United Nations Economic and Social Commission for Asia and the Pacific in Bangkok in November 1992. Australia was represented by a senior executive of the ABS, who was elected rapporteur for the session.

The ABS is continuing to participate in the statistical work associated with the Asia Pacific Co-operation (APEC) initiative. A representative attended a meeting of the APEC Trade and Investment Data Review Working Group in Singapore in May 1993, and during the year the ABS has continued to play a major role in coordinating the Group's work in the area of direct investment. The ABS is currently developing a matrix on behalf of the Group which compares data on direct investment flows for APEC member economies and identifies discrepancies for further investigation.

2 ABS PROGRAM

PROGRAM STRUCTURE

Under program budgeting arrangements the work of the ABS constitutes a single program, with two sub-programs, *statistical operations* and *corporate services*. In 1992-93 these sub-programs comprised 52 components and 123 sub-components.

In addition to the material contained in this chapter the following appendixes provide further details on the ABS program:

- Appendix 1 Program structure.
- Appendix 2 Top structure, staff and program component responsibilities.
- Appendix 3 Staffing.
- Appendix 8 Financial statements.
- Appendix 9 Estimates of expenditure by program component.
- Appendix 19 Social justice, access and equity, and status of women.

OBJECTIVE

To assist and encourage informed decision-making, research and discussion within governments and the community, by providing a high-quality, user-oriented and dynamic statistical service.

This report provides a basis for assessment of the ABS' achievements in relation to this objective, and of progress made during 1992-93, by giving in chapters 3 and 4 considerable information in respect of the two sub-programs. The objectives of the sub-programs are shown, together with sub-program performance indicators and reviews of activities and achievements of program components.

DESCRIPTION

The principal legislation determining the functions and responsibilities of the ABS are the *Australian Bureau of Statistics Act 1975*; the *Statistics (Arrangements with States) Act 1956*; and the *Census and Statistics Act 1905*.

The ABS is the central statistical authority for the Commonwealth Government and, under the Government-to-Government Arrangements entered into with the States pursuant to the *Statistics (Arrangements with States) Act 1956*, provides statistical services for the State governments. The functions of the ABS are defined in section 6 of the *Australian Bureau of Statistics Act 1975* as follows:

- "(a) to constitute the central statistical authority for the Australian Government and, by arrangements with the Governments of the States, provide statistical services for those Governments;
- (b) to collect, compile, analyse and disseminate statistics and related information;
- (c) to ensure co-ordination of the operations of official bodies in the collection, compilation and dissemination of statistics and related information, with particular regard to —
 - (i) the avoidance of duplication in the collection by official bodies of information for statistical purposes;
 - (ii) the attainment of compatibility between, and the integration of, statistics compiled by official bodies; and
 - (iii) the maximum possible utilization, for statistical purposes, of information, and means of collection of information, available to official bodies;
- (d) to formulate, and ensure compliance with, standards for the carrying out by official bodies of operations for statistical purposes;
- (e) to provide advice and assistance to official bodies in relation to statistics; and
- (f) to provide liaison between Australia, on the one hand, and other countries and international organizations, on the other hand, in relation to statistical matters."

Thus the ABS has a broad role, to meet the information requirements not only of the Commonwealth Government, State and Territory governments but also of the community at large. In releasing statistics, the ABS follows the long-established principle that data should be made available as soon as practicable and should be equally available to all users.

In order to provide official statistics, the ABS undertakes a large number of separate collections, ranging from periodic censuses of industry to regular surveys to provide current economic indicators, and from the population census to household surveys on specific social or economic issues. In addition, the ABS devotes considerable efforts, in close cooperation with

Commonwealth and State administrative agencies, to producing statistics as a by-product of administrative systems. Also, the ABS keeps in touch with users of statistics regarding their statistical requirements and with respondents to collections regarding their ability to provide data.

Each field of statistics is the responsibility of a subject matter unit and these units maintain ongoing contact with suppliers and users of data through means such as standing committees, user groups, conferences and seminars of representative organisations, and through day-to-day contact in the course of collecting and disseminating data.

The Australian Statistics Advisory Council, which was established by the *Australian Bureau of Statistics Act 1975*, plays an active role in advising upon the direction and priorities of the ABS work program. The activities of the Advisory Council are described in its annual report to Parliament.

The Statistics (Arrangements with States) Act passed by the Commonwealth Parliament in 1956 enables the Commonwealth to enter into an agreement with any State to amalgamate Commonwealth and State statistical offices and services. The object of such an agreement was that, in each State accepting it, there would be an integrated statistical service operated by Commonwealth statistical officers under the immediate direction of a statistician in the State who would hold office under both the Commonwealth Government and State governments.

The integration of Commonwealth and State statistical services under this Act has existed in all States since 1958. Although not covered by the Act, similar arrangements exist informally in both Territories. In Western Australia, South Australia and Tasmania the Deputy Commonwealth Statistician administering the office is also the State Government Statistician.

The annual Conference of Statisticians, held in accordance with the Government-to-Government Arrangements under the *Statistics (Arrangements with States) Act 1956*, is a forum in which matters bearing on the relationship between the ABS and State governments are discussed. The Deputy Commonwealth Statisticians in charge of the State offices of the ABS, the Statistician, Northern Territory, and the Statistician, Australian Capital Territory, participate in the Conference, and an official from each State, the Northern Territory and the Australian Capital Territory is invited to attend. In addition, a government statistical coordination and consultative

mechanism operates in each State, the Northern Territory and the Australian Capital Territory.

FINANCIAL RESOURCES

Outlays for the ABS totalled \$193.7 million in 1992-93 against a budget estimate of \$194.7 million. This was a reduction of 19.7 per cent over outlays of \$241.1 million for 1991-92, the main reason for the reduction being the completion of input processing of the 1991 Census of Population and Housing.

During the same period total receipts, largely from the sale of statistical goods and services, totalled \$19.1 million, an increase of 39 per cent over receipts of \$13.7 million in 1991-92. Under an agreement with the Department of Finance, the Bureau retained \$12.1 million of these receipts. In terms of total expenditure, the Bureau spent \$212.8 million in 1992-93 against total appropriations of \$222.2 million.

HUMAN RESOURCES AND ORGANISATION

Besides the Central Office in Canberra the ABS has an office located in the capital city of each State and Territory.

The number and distribution of operative staff by office over the last three years are shown in the following table.

DISTRIBUTION OF STAFF, 1990-91, 1991-92 AND 1992-93
(average operative staff level(a))

<i>Office</i>	<i>1990-91</i>	<i>1991-92</i>	<i>1992-93</i>
Central Office (Canberra)(b)	1,615	1,655	1,652
New South Wales	437	422	498
Victoria	387	368	378
Queensland	299	282	275
Western Australia	233	251	231
South Australia	210	201	193
Tasmania	132	127	126
Northern Territory	46	44	42
<i>Total</i>	<i>3,359</i>	<i>3,350</i>	<i>3,395</i>
1991 Population Census			
Data Processing Centre (Sydney)	32	682	139
Total	3,391	4,032	3,534

(a) Comprises full-time staff and part-time staff at full-time equivalent. Excludes inoperative staff (for example, staff on approved leave for periods of twelve weeks or longer), who accounted for 98 staff years in 1990-91, 83 in 1991-92, and 78 in 1992-93. Also excludes unpaid inoperative staff. (b) Includes Australian Capital Territory Statistician and staff.

In recent years ABS management, in consultation with staff and unions, has given considerable thought to organisational issues involved in meeting the main challenges facing the ABS in the longer term. The challenges are to further improve client servicing activities, to strengthen subject matter statistical capabilities, to improve relationships with respondents and to improve productivity while maintaining the ABS' reputation for high quality. A key feature of the organisational changes seen to be needed to meet these challenges is the introduction of national project centres (NPCs).

The purpose of NPCs is to bring together in one ABS office most functions associated with a specific statistical collection. This gives rise to significant benefits, including more effective project management, better communication, greater flexibility in resource use, a better focus on quality issues, improved timeliness of service, greater consistency of approach, and some improvements in productivity. The most important strategic gain is to free up program managements from concern with most of the detailed collection activities, enabling them to achieve greater statistical leadership in their subject matter field, liaison with clients, product development, and provision of analysis and interpretation services relating to their subject matter field.

Following successful trials of NPCs in some ABS State offices, further collection activities were moved to NPCs in 1992-93, and more such moves are planned for 1993-94 and beyond. Training, to equip staff with new skills needed, is recognised as an integral part of such organisational changes. Consultations with staff and unions will continue in refining the operation of NPCs.

MANAGEMENT AND PLANNING

The diverse activities involved in providing official statistical services require a considerable management effort to marshal resources in an optimal fashion. The ABS recognises that it is impossible to satisfy all demands, and seeks to react positively and responsibly to the needs of its users. At the same time, the ABS is conscious of the constraints on public spending and on the workload placed on respondents to its collections. An account of ABS activities to reduce respondent load is given on page 23.

The ABS has adopted a strategic management approach, which is embodied in its corporate plan. Flowing from the corporate plan, the ABS maintains a three-year forward work program, which is 'rolled forward' by one year each year. The infrastructure for this program is the 52 program components and 123

sub-components. Work programs are developed, resources are allocated and performance indicators are established at these levels.

Each year the relative priorities and competing resource requirements of all program components are formally and extensively considered by senior management. Particular attention is given to:

- The extent to which particular statistical activities continue to be justified vis-a-vis other work for which a demand has been expressed by users.
- The costs imposed on respondents to collections, in terms of time, effort and considerations of privacy.
- Prospective total resources available to the Bureau within the three-year period.
- The market potential and revenue implications of the various initiatives proposed.
- Productivity gains which have been achieved or which might be possible in the future.
- Total demands on the service areas which the proposed forward work program would entail.

Attention is also given to identification and consideration of strategic issues, and to the formulation of strategies to address these issues.

Strategic issues, the draft forward work program and resource estimates are reviewed by the Australian Statistics Advisory Council and reconsidered in the light of its advice.

Staff and financial estimates are forwarded to the Department of Finance at the appropriate stages.

The culmination of each year's planning cycle is a comprehensive document describing the ABS' work program and resources proposed for the ensuing triennium, and associated performance indicators. This document is available for public scrutiny and comment.

The external resource environment is now characterised by fixed financial budgets with variations, negotiated in advance, to allow for major cyclical activities (such as the population census). For the first year of the forward work program resources are allocated, and then controlled and monitored, at the division and office level of the Bureau. The allocations are reviewed periodically during the year to take account of experience and any changes in circumstances that have occurred or are foreseen.

Regular assessments are made to ascertain whether the goals set down in the work program are being achieved. Heads of Central Office branches and of State and Territory offices report formally to senior management, on an annual basis, on achievements against the agreed goals and performance indicators. In this way overall managerial effectiveness is monitored and senior staff both in Central Office and in State offices have an opportunity to discuss problems with senior management of the ABS.

This management and planning system is further enhanced by periodic meetings of senior officers of the Bureau to consider general policy and statistical and administrative matters. One of the standing items on the agenda is the ABS work program, which is discussed in detail before presentation to the Advisory Council.

From time to time, inter-office conferences are held of representatives of subject matter or service units, or those engaged on particular projects. The benefits in communication across a geographically dispersed organisation are significant.

In addition senior management meets regularly to review sales performance and progress against marketing strategies, and to oversight the management of technology, including the introduction of new technology.

The ABS is continuing to develop its agency evaluation plan and to integrate evaluations within its corporate planning and decision-making processes. As part of the planning process in 1992 that considered and decided on a range of savings and new initiatives for the 1993-94 work plan and beyond, a range of new evaluation processes were initiated, with the results to be used in the 1993 planning process to guide the formulation of the work plan for 1994-95 and beyond.

The savings for 1993-94 will total about \$3.8 million. They will be achieved through such actions as the integration and further automation of corporate services, improvements in statistical processing systems, and discontinuation or reduced frequency and detail of some statistical collections. The savings realised will be used to a large extent on investment in more efficient systems and more effective infrastructure to better focus on and service the need of ABS clients.

The ABS' strategies for its manufacturing census, its agricultural program and input output statistics are

being evaluated in terms of effectiveness; the continuing appropriateness of the scale and cost of these statistical activities in the light of developing user needs in other fields of statistics; and the efficiency of current methodologies in delivering the current program outputs. User community and ASAC representatives are participating in these evaluations.

The topic coverage of the supplementary surveys to the monthly population survey is also being evaluated to determine whether a broader range of user community needs can be addressed through these surveys.

Other evaluations are focusing on the appropriateness of the degree of commodity detail collected in monthly and quarterly surveys of manufacturing production; the options for increased efficiency in the conduct of field surveys through the application of technology and other methodological improvements; improved efficiency from new systems and editing methodologies applied to employer surveys; and broad reviews of options for improvements in the provision of the ABS' corporate and technology services.

The 1993 planning processes will consider the results of these evaluations in formulating the ABS' forward work program for 1994-95 and beyond.

The ABS supports social justice through provision of statistics needed by government and community groups for development and monitoring of strategies to achieve social justice objectives. The ABS also takes steps to overcome linguistic and cultural barriers in the collection of data.

SECURITY OF ABS DATA HOLDINGS

On 30 November 1992 Senator J. Short asked the Minister representing the Treasurer, upon notice, a series of questions focusing mainly on the security of computerised ABS data holdings (Senate Question No. 2452). The Minister's response was tabled in the Senate on 10 December 1992.

Senator Short asked about the measures taken by the ABS to ensure the security of its data holdings, including the security of ABS premises and of the physical and computer-based data holdings within them, and the role of ABS personnel practices in encouraging staff to ensure the security of ABS data.

Set out below are the main elements of the responses to the Senator's questions. (The responses are set out in the Senate Hansard of 10 December 1992 — Answers to Senate Question No. 2452).

By far the most important measure governing the security of ABS data holdings, which sets the context for all further, specific steps the ABS takes in this regard, is the undertaking of fidelity and secrecy which has to be given by every ABS officer. Under section 7 of the *Census and Statistics Act 1905* (CSA):

"Every officer executing any power or duty conferred or imposed on any officer under this Act or the regulations, shall, before entering into his or her duties or exercising any power under this Act, sign, in the presence of a witness, an undertaking of fidelity and secrecy in accordance with the prescribed form."

Further, under section 19 of the CSA:

"(1) A person who is, or has been, the Statistician or an officer shall not, except:

- (a) in accordance with a determination; or
- (b) for the purposes of the Act;

either directly or indirectly, divulge or communicate any information furnished in pursuance of this Act to any person (other than the person from whom the information was obtained).

- (2) A person who contravenes subsection (1) ... is guilty of an indictable offence punishable on conviction by a fine not exceeding \$5,000 or imprisonment for a period not exceeding 2 years, or both."

These legal provisions are complemented by an extremely strong culture, continually reinforced at all levels in the organisation, that preservation of the confidentiality of reported data, and of the security of statistical aggregates before their public release, is central to the ABS' ability to retain the trust of its respondents that their reported data are secure from release to any third party without their consent, and the trust of its users that statistical data are made available on a completely even-handed basis.

The ABS has an enviable reputation for the preservation of the confidentiality of reported data, and for the protection of its statistical data holdings from unauthorised release. There have been no known cases of any ABS officer attempting to breach the undertaking of fidelity and secrecy.

This undertaking, and the strong confidentiality and security ethos which permeates the attitudes of ABS staff, are in themselves the most important elements of the ABS' security screen. They are reinforced by a range of measures relating to the perimeter security of all ABS offices, the security measures protecting the ABS' computing environment from any external access, and the security measures implemented for individual ABS data holdings.

The ABS computing environment cannot be accessed from outside ABS premises. One stand-alone minicomputer, not physically connected to the remainder of the ABS computing environment, is used for the electronic dissemination of statistics; this is the only ABS computer which can be accessed from outside the ABS.

Two broad categories of ABS data can be regarded as sensitive. The first is 'unit record data', that is, data that can be attributed to specific individuals, businesses or other organisations. The second is 'sensitive output data', which consists of statistical outputs that might afford the user some advantage if accessed prior to official release (for example, the monthly Balance of Payments, the CPI, the monthly Labour Force data, and the quarterly National Accounts).

The vast bulk of the ABS data holding is in the form of 'unit record data' which are in various stages of processing. These data exist in a variety of forms including completed statistical returns, computer tapes, printout, and computer databases stored on microcomputers, minicomputers, network file servers, and mainframe computers. Access to computer-based unit record data, which are themselves not identified

in most instances, is further controlled by password protection of data and systems. Access to physical forms of the data (paper, tape and disk) is controlled through building security and secure storage facilities.

In the case of 'sensitive output data', the control over security of the data is stringent, with increased emphasis on, and specially tailored facilities for, the physically secure storage of printed records, computers and computer storage media. As well, pre-embargo access by ABS personnel to this category of data is limited, by well documented and understood procedures, to those officers with a strict 'need to know'.

From the above response, the various elements of the ABS security framework are summarised below.

Undertaking of Fidelity and Secrecy under the Census and Statistics Act

The *Census and Statistics Act 1905* imposes on ABS staff the responsibility to maintain the confidentiality and security of **all** data reported to and held by the ABS. Staff sign an undertaking of fidelity and secrecy under the terms of the Act. The personal responsibility of all staff is a crucial element of the ABS culture; it is the foundation upon which the security of the ABS' data holdings (business as well as personal) is built. In the ABS' history there have been no demonstrated instances of any breach of that undertaking by any ABS officer.

Physical Security

All ABS premises are physically secure against unauthorised access. Entry is through electronically controlled access systems activated by individual coded keys and all entry points are under electronic surveillance. In addition, particularly sensitive output data, and the staff handling them, are located in physically isolated areas, protected by further electronic access systems.

Computer Security

The ABS' computing environment provides a further level of specific data security measures. These have been designed on the general principle that individual staff are given password access to the data sets they need to do their jobs, and that those without a legitimate need for access to particular data are formally denied such access.

For each sensitive indicator series, ABS management has taken deliberate steps to ensure that the ABS protects, and is seen to be protecting, the security of the statistical aggregates prior to their official release.

It is not possible for the computing environment by itself to provide the highest possible level of security for any data designated 'sensitive'. The ABS, as all government agencies, must achieve economy and efficiency in the use of the resources available to it. Therefore, options to further enhance computer security are implemented having proper regard to the cost in resources and the effect such expenditure may have on the quality (including security) of the statistical service provided.

The ABS is confident that the **totality** of the measures which it has taken to ensure the confidentiality and security of its data holdings provides an appropriate level of security. This is demonstrated by its outstanding record in maintaining the confidentiality both of identifiable data and of statistical aggregates prior to their official release.

The ABS will continue to seek practicable, cost-effective means to enhance its overall security capability, focusing its efforts particularly on the security of its sensitive indicator series.

3 STATISTICAL OPERATIONS SUB-PROGRAM

OBJECTIVE

To contribute to the statistical goals of the Australian Bureau of Statistics by:

- *Maintaining a balanced, timely, relevant and responsive statistical service for clients.*
- *Providing a quality service.*
- *Extending and improving the statistical service.*
- *Promoting the use of statistical standards, such as classifications, frameworks and definitions.*
- *Coordinating the statistical collection activities of government agencies.*
- *Balancing the benefits resulting from collecting information with both the costs incurred and privacy considerations.*
- *Improving productivity and service, both internally and externally.*

DESCRIPTION

The statistical operations sub-program operates in response to the statistical needs of governments and the wider community, taking into account the public and private costs associated with collecting, processing and disseminating statistical information. At the broad level, the activities undertaken within the sub-program include:

- Collection, processing, analysis and dissemination of statistics.
- Coordination of the statistical activities of other agencies (through coordination reviews, participation in national and State statistical committees and through the ABS outposted and statistical consultancy services).
- Provision of professional statistical support (through outposted officers and consultancy work).
- Development, maintenance and promotion of statistical standards, classifications and frameworks.

The work program of the statistical operations sub-program is determined after extensive consultation with governments, businesses and community groups and with the advice of the Australian Statistics Advisory Council. In determining the work program, account is taken of the needs of users, the benefits of statistics, the load on respondents and the costs associated with the activities.

Complaints received by the ABS from its clients relate mainly to the work of the statistical operations

sub-program, particularly in regard to the collection of data. As the number of complaints is small it has not been found necessary to establish a separate mechanism for handling them. They are handled by the individual areas within the ABS responsible for the activities that are the subjects of the complaints. The number of written replies to complaints about respondent load is shown below among the performance indicators for the statistical operations sub-program. Action taken to reduce respondent load is described both in a separate section and in the reviews of relevant program components later in this chapter.

The statistical operations sub-program depends on the corporate services sub-program for personnel and resource management and executive management. Individual components within the sub-program have close links with a wide range of specific government programs which act as providers of data, users of statistical information and users of statistical coordination and consultancy services. Other agencies also cooperate with the statistical operations sub-program in providing a total statistical service.

OUTPUTS

Printed publications are the traditional medium for release of official statistics.

However, the ABS exploits all major avenues for dissemination of statistics, and releases data in many forms in addition to publications, including microfiche, computer-readable media (magnetic tape, floppy disk and CD-ROM) and on-line electronic access. This latter form of access includes an on-line service, called PC-Ausstats, for delivering time series data to customers; the use of DISCOVERY, the Telecom national videotex service, to provide access to the main summary statistics; and the use of the Telecom Keylink electronic mail system to provide a service called TELESTATS which delivers previously requested foreign trade statistics to subscribers. The ABS also provides a 0055 telephone recorded message service, 'Dial-a-Statistic', covering the most frequently sought information.

In addition, the ABS operates a central information service in each of its offices to supply, in response to inquiries, statistical information that is quickly and routinely available, and an information consultancy service on a fee-for-service basis for clients with more complex information needs.

In most fields, statistics more detailed than those initially released in publications and other forms can

be obtained by approaching the ABS through its central information service.

Even with the array of measures described above, the ABS cannot in practice meet the needs of all users of statistics direct. Various information intermediaries therefore play an important role in disseminating statistics. These include all branches of the media, libraries (general and specialised), commercial information networks, and business, academic and other research services.

Over recent years the ABS has been charging, at market prices as far as possible, for all its products and services regardless of whether they are being provided to governments or the community generally. The aims of this approach are to encourage users to address their real needs for statistics, to enable the demand for ABS products to be used as an indicator of how ABS resources should be used, and to raise revenue.

However, the ABS has 'public interest' obligations to ensure that basic statistics, at least, are both readily available and affordable. To meet these obligations, publications are made available on a complimentary basis to parliamentarians, major news media organisations and parliamentary, public and tertiary institution libraries, and some products aimed specifically at meeting public interest obligations are priced at less than market prices. In addition, the ABS conducts a library extension program, with more than 440 libraries participating. These libraries are extending their collections of ABS publications and matching them to the needs of their local communities.

PERFORMANCE

The performance of the statistical operations sub-program is shown below in terms of the following indicators:

- Dissemination of ABS outputs:
 - Number of ABS releases, classified by subject matter and frequency.
 - Details of other forms of dissemination.
- Resources expended on coordination and consultation services.
- Cost of the statistical operations sub-program.
- Revenue raised.
- Timeliness of the release of ABS statistics.
- Complaints about respondent load.

Dissemination of ABS outputs

ABS RELEASES(a) CLASSIFIED BY SUBJECT MATTER AND FREQUENCY
(number)

	<i>Annual</i>	<i>Quarterly</i>	<i>Monthly</i>	<i>Other</i>	<i>Total</i>
NATIONAL ACCOUNTS, BALANCE OF PAYMENTS, FOREIGN INVESTMENT, FOREIGN TRADE AND PUBLIC AND PRIVATE FINANCE					
1990-91	41	65	96	7	r209
1991-92	26	73	97	6	202
1992-93	23	61	90	6	180
AGRICULTURE, MINING, MANUFACTURING, CONSTRUCTION, DISTRIBUTION, TRANSPORT, SERVICES INDUSTRIES, SCIENCE AND TECHNOLOGY					
1990-91	94	119	454	26	693
1991-92	63	111	439	10	623
1992-93	78	123	445	20	666
ESTIMATES OF POPULATION, POPULATION PROJECTIONS, POPULATION CENSUS, VITAL STATISTICS AND MIGRATION					
1990-91	59	7	10	14	90
1991-92	36	9	15	39	99
1992-93	17	11	25	54	107
LABOUR FORCE, EMPLOYMENT CONDITIONS, PRICES AND HOUSEHOLD INCOME AND EXPENDITURE					
1990-91	17	44	150	20	231
1991-92	21	46	153	20	240
1992-93	17	42	158	27	244
EDUCATION, HEALTH, WELFARE, LAW, ORDER AND PUBLIC SAFETY					
1990-91	21	14	35
1991-92	16	21	37
1992-93	18	24	42
GENERAL					
1990-91	51	17	157	96	321
1991-92	30	10	163	142	345
1992-93	29	3	150	164	346
TOTAL					
1990-91	283	252	867	177	1,579
1991-92	192	249	867	238	1,546
1992-93	182	240	868	295	1,585

(a) Includes catalogue numbered publications and releases on microfiche, magnetic tape and floppy disk.

OTHER FORMS OF DISSEMINATION

	1990-91	1991-92	1992-93
PC-Ausstats (number of subscribers at 30 June)	n.a.	(a)84	137
AUSSTATS (registered customers at 30 June)(b)	34	n.a.	n.a.
TELESTATS			
Foreign trade statistics (number of subscribers at 30 June)	120	94	104
Main economic indicator statistics (number of registered users at 30 June)	34	21	(c). .
PC Telestats — Main economic statistics (number of registered users at 30 June)	(a)10
DISCOVERY (ABS frames accessed)	101,819	87,225	76,068
Inquiries serviced (number)(d)	244,214	212,204	199,308
Dial-a-Statistic (number of calls)(e)	86,311	90,253	56,375
Dial-a-Statistic — 0055 (number of calls)(f)	7,569
Library Extension Program (number of libraries involved)(g)	150	300	440
Secondary providers(h)	18

(a) First year of operation. (b) The mainframe AUSSTATS service was withdrawn on 30 June 1991 and replaced with the PC-AUSSTATS service on 1 July 1991. (c) Replaced in September 1992 by PC Telestats. (d) Telephone inquiries only from 1990-91. Prior to 1990-91 included over-the-counter inquiries. (e) Service discontinued 1 April 1993. (f) Service operated from 1 March 1993. (g) Comprises national, State, parliamentary, tertiary and public libraries. (h) Various organisations who are licensed to resell ABS data.

Coordination and consultation services

STAFF YEARS EXPENDED ON OUTPOSTING AND CONSULTANCY

	Commonwealth Government	State Government	Other	Total
1990-91				
Outposting	1.6	10.3	..	11.9
Consultancy	15.5	13.7	2.3	31.5
Total	17.1	24.0	2.3	43.4
1991-92				
Outposting	3.0	10.4	..	13.4
Consultancy	9.9	13.2	5.4	28.5
Total	12.9	23.6	5.4	41.9
1992-93				
Outposting	3.6	6.7	0.1	10.4
Consultancy	16.4	10.8	5.9	33.1
Total	20.0	17.5	6.0	43.5

Cost of the statistical operations sub-program

COST OF STATISTICAL OPERATIONS SUB-PROGRAM AT CURRENT AND CONSTANT PRICES

(\$'000)

	1990-91	1991-92		1992-93
		(a)	(b)	
Total cost				
Current prices	133,690	188,480	218,213	179,303
Constant prices(c)	127,445	176,150	203,937	164,649
Excluding Population Census Data				
Processing Centre				
Current prices	122,053	125,738	155,471	172,760
Constant prices(c)	116,352	117,512	145,300	158,641

(a) 1991-92 expenditure presented on same basis as 1990-91 expenditure to provide comparability for these two years.

(b) 1991-92 expenditure reported on the same basis as 1992-93 expenditure, reflecting a more accurate cost attribution of major administrative and property operating expenses across the two sub-programs. (c) 1989-90 prices, derived by applying the implicit price deflator for Commonwealth Government Final Consumption Expenditure (excluding Defence).

Revenue raised

REVENUE RAISED FROM STATISTICAL PRODUCTS AND SERVICES AT CURRENT AND CONSTANT PRICES

(\$'000)

	Current prices			Constant prices(a)		
	1990-91	1991-92	1992-93	1990-91	1991-92	1992-93
Publications, maps and other paper products	5,423	5,577	5,613	5,150	5,198	5,178
Microfiche, magnetic tapes and other electronic products and services (except CD-ROM)	640	898	1,250	608	837	1,153
CDA86 and other CD-ROM products	202	102	337	192	95	311
Information consultancy	1,978	1,987	2,720	1,878	1,852	2,509
Statistical consultancy services and 'user-funded' surveys	1,911	4,019	6,858	1,815	3,745	6,327
Other sales revenue	598	1,315	1,271	568	1,226	1,173
Total(b)	10,752	13,898	18,049	10,211	12,953	16,651

(a) 1989-90 prices, derived from movements in the consumer price index, weighted average of eight capital cities.

(b) Excludes receipts from administrative sources.

Timeliness of the release of ABS statistics

TIME BETWEEN END OF REFERENCE PERIOD AND RELEASE OF DATA (average number of elapsed days)

	1990-91	1991-92	1992-93
Main economic indicator statistics			
Monthly	41	39	35
Quarterly	69	64	62
Other statistics			
Monthly	42	39	36
Quarterly	111	98	98
Annual	272	207	209

Complaints about respondent load

WRITTEN REPLIES TO BUSINESS COMPLAINTS AND MINISTERIAL AND STATISTICIAN'S REPLIES ABOUT RESPONDENT LOAD (number)

	1990-91	1991-92	1992-93
Total written replies to business complaints	50	59	133
of which			
Ministerial replies	—	5	—
Statistician's replies	4	2	5
Other written replies	46	52	128

REDUCING RESPONDENT LOAD

In recent years the ABS has taken a number of steps to achieve a reduction in the overall respondent load on businesses and the better management of that load. It concentrates on the load imposed on business. Although the household survey program also imposes a load on individuals in the community, the sample sizes for most ABS household surveys are so small that this load is not considered to be as significant.

It is ABS policy to minimise respondent load wherever practical while providing the community with a high quality statistical service. However, it is inevitable that some respondent load is placed on business in order that ABS can provide the service demanded. The ABS has previously made estimates of the total load, based on estimates of the total hours spent by businesses completing ABS questionnaires. These estimates have indicated that the annual average total load is about

850,000 hours which, based on the results of a 1985 Business Regulation Review Unit study, is equivalent to about one per cent of all government paperwork. Another survey of small business perceptions of the costs of government paperwork produced estimates showing the statistical component (including non-ABS collections) to be less than three per cent of the total. The ABS is in the process of developing a more up-to-date estimate of the load imposed on respondents. (It is also improving its identification and measurement of the extent of complaints.)

This load is clearly not evenly spread but varies depending on the size of the business concerned, the industry and activities it is involved in and the extent of sampling. An important factor influencing the effect of ABS questionnaires on business is their perception of this load. Some businesses have records which readily suit the particular questionnaires they receive, others incur greater costs in extracting data; larger businesses may have resources available whereas in smaller businesses the managerial resources are stretched more thinly.

The ABS is always looking for ways to reduce both the overall load it places on the business sector and the load on individual businesses. Many changes in the ABS work program in recent years have impacted on respondent load. There have been reductions in the frequency of some collections, reductions in the sample size for some collections and the discontinuation of collections. Examples include reducing the frequency of the training expenditure survey from biennial to triennial, reducing the sample size of the survey of employment and earnings by about 50 per cent, and introducing sampling into the manufacturing census where there was previously a complete enumeration. A major review of the agriculture program is likely to significantly reduce the collection impact on that sector. There are also examples of new collections which will lead to increases in the overall load. A business expectations survey will commence in 1993-94, service industries are to be surveyed every year rather than two years in five as previously, and new surveys of labour demand and training practices are planned.

The ABS has also been making a concerted effort to reduce its load on businesses by addressing other areas. For example, implementation of improved procedures for the design and development of its collection forms has continued. Almost all ABS forms now are designed following extensive observational studies which ensure that the data item concepts align well with those of business accounts. Similarly the

ABS now tries to align the statistical units about which it collects data as closely as possible to the structures of the businesses providing the data, in order to place greater emphasis on data availability. Large Business Units (LBUs) have been set up in each State office of the Bureau to liaise specifically with larger businesses to ensure that appropriate statistical units are defined for those businesses. LBUs also have the responsibility to coordinate the despatch and receipt of forms for the major collections from these businesses which help to reduce the impact of responding to them.

Electronic transmission of data, though still in its infancy, offers considerable prospects for reducing respondent load. Examples where businesses provide data directly to ABS electronically include a number of retail businesses which supplied data in this way for the recent retail location census rather than complete a form for each location they operate across Australia, resulting in a significant reduction in the number of forms to be filled in. Many local governments now provide data on monthly building approvals directly to ABS computers rather than complete paper forms, and employment data for the Commonwealth Government and some State governments are collected electronically from a single contact point, replacing the former procedure of collecting the data by questionnaire from each agency.

Small business also benefits from initiatives to make it easier for them to provide data to the ABS. One such initiative is the use of computer-assisted telephone interviewing, where businesses supply data by telephone at a time most convenient to them, without the need for mail questionnaires. This approach has been introduced for the monthly retail survey, and will be considered for other surveys. The computer system helps ABS schedule phone calls at the appropriate time and allows any editing to be undertaken on-line at the time of the call so that follow-up to businesses is reduced significantly. Trials using touch-tone telephone technology for directly providing data to ABS have also commenced.

The ABS fully recognises its responsibility to minimise respondent load and is taking a number of steps to do so. For some businesses the completion of statistical forms will always be a burdensome task but the benefit to the community of having accurate and relevant statistical data needs to be balanced against this cost.

REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of the statistical operations sub-program during 1992-93 (except the Divisional administrative support components).

Information services

The information services component provides a central information service to supply statistical information that is quickly and routinely available; provides an information consultancy service on a fee-for-service basis for clients with more complex information needs; and distributes printed ABS publications through ABS bookshops and through a subscription mailing service. It also provides a library service to ABS staff and to external users of national and international statistical material.

The telephone numbers, facsimile numbers and addresses of the central information service in all ABS offices are listed on pages 178 and 179.

Some details of information services provided over the past three years are shown in the performance indicators for the statistical operations sub-program (see pages 20 to 23). Additional details of particular services are included below.

Central information service

Telephone inquiries to the central information service are channelled through a system which in 1992-93 handled more than 199,000 calls. Inquiries which can be serviced quickly (the majority) are answered immediately; inquiries which are more complex are referred to the information consultancy service.

During 1992-93 the 'Dial-a-Statistic' facility was changed from an answering machine based service to a 0055 telephone service. The number of key statistics (at both Australia and State level) provided to clients was increased and now includes the Consumer Price Index, Balance of Payments, National Accounts, Labour Force, Average Weekly Earnings and Population Estimates. The total number of calls was almost 64,000.

The central information service continued to provide statistical products tailored to the needs of secondary school curricula. These included *Measuring Australia's Economy*, *A Student's Guide* (ABS Catalogue No. 1360.0) and *Surviving Statistics: A User's Guide to the Basics* (ABS Catalogue No. 1332.0). Schools were offered a range of relevant publications at a discounted price.

The central information service in the ABS Central Office in Canberra also supplies statistical information to international organisations as required.

Bookshops in all ABS offices complement the publications subscription mailing service (*see below*) by satisfying requests for ABS publications. During 1992-93 the bookshops sold publications with a total value of \$1.7 million.

Information consultancy service

Consistent with the ABS' corporate objectives of improving and extending services to clients, during 1992-93 the information consultancy increased the promotion and delivery of more sophisticated services which tailor information to individual clients' needs. These services are available from all ABS offices, and to clients in all sectors. Release of results from the 1991 Census of Population and Housing contributed to an increase in the activities of this service during the year.

This service has also established a number of mutually beneficial arrangements with the private sector to allow the reselling by others of ABS information.

Subscription service

The subscription service continues to be the biggest source of cost recovery for the ABS. In 1992-93 subscription sales accounted for about \$4.5 million or 25 per cent of total gross revenue from the sale of statistical products and services. In recognition of the importance of ready access by the public to basic statistics, copies of publications are made available on a complimentary basis to public libraries, tertiary institutions and to the media.

The service provides a wide range of printed publications, foreign trade tabulations and other subscription products which are delivered through various media. The majority of subscribers are business enterprises (58%). Commonwealth, State and local government agencies account for 20 per cent of subscribers, educational institutions 7 per cent, public libraries 3 per cent and other types of subscriber 12 per cent.

Library service

The ABS Library provides a library information service to ABS staff and to the public, based on an extensive

collection of national and international statistics and related material.

In addition the Library conducts a Library Extension Program (LEP) to improve community access to ABS publications and raise community awareness of statistical information. Through the LEP the ABS makes its publications available at no cost to public libraries and tertiary institution libraries throughout Australia. Basic sets of ABS publications are supplied free to public libraries, designed to ensure that individual libraries hold key ABS publications relevant to their local communities. Tertiary research libraries receive all ABS publications.

The number of libraries participating in the LEP increased by 140 from 300 in 1991-92 to 440 in 1992-93. There is now a well established network of libraries in all States and Territories providing access to ABS statistical information.

In addition to supplying complimentary copies of ABS publications, the LEP offers information and training seminars for librarians, supplies promotional materials to help libraries display their collection of ABS material, and provides advice to participating libraries on how to arrange their collections for the convenience of users.

In 1992-93, a quarterly LEP Newsletter was introduced which is distributed free to all participating libraries. The Newsletter provides a vehicle for interchange of information and news about LEP-related activities as well as alerting librarians to ABS publications and services.

The achievements in the Library Extension Program earned the ABS first prize in the Institute of Public Administration's 1993 Innovative Management Awards.

Other activities and achievements by the Library service during the year included:

- ☐ The establishment of a Library Consultative Group representing all library sectors. The Group meets regularly to inform the ABS about the needs and priorities of Australian libraries, advise on the distribution of new products and services, and comment on ABS initiatives aimed at improving access to these products.



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Senator the Hon. Bob McMullan, Minister for the Arts and Administrative Services, with Mr Ian Castles, the Australian Statistician and Ms Judith Miller, Director of ABS Library Services, at the presentation of first prize in the Institute of Public Administration's 1993 Innovative Management Awards to the ABS for its library extension program.



The Hon. Richard Court, MLA, Premier of Western Australia, at the launch of *Perth — A Social Atlas*, with Professor Fiona Stanley, University of Western Australia and Mr Peter Kelly, Deputy Commonwealth Statistician, Western Australia.

Below, the ABS display stand for the launch.

- ☐ Publication of a comprehensive index to the *Historical Microfiche Series — Statistical Publications since Federation* (ABS Catalogue No. 1121.0). All national ABS publications released between 1901 and 1990 and State statistics since 1984 are now available on microfiche (ABS Catalogue No. 1115.0).

Publishing

The publishing component provides a publishing service for ABS printed publications, statistical collection forms and a variety of other ABS printing needs.

The publications range in size from a few pages containing monthly or quarterly key indicator series to major volumes such as the Australian and State year books. All publications are listed and described in the annual *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0). The volume of publication activity is indicated in the following table.

PUBLICATIONS ISSUED, 1992-93

	Number of titles				
	Annual	Quarterly	Monthly	Other	Total
National	72	38	41	65	216
New South Wales	10	3	4	2	19
Victoria	14	3	5	4	26
Queensland	25	3	6	3	37
South Australia	13	3	3	5	24
Western Australia	13	2	6	4	25
Tasmania	13	3	4	9	29
Northern Territory	2	2	3	4	11
Australian Capital Territory	2	2	—	3	7
Total	164	59	72	99	394

The ABS continuously reviews its publishing activities with a view to presenting its statistics in the most effective and economical way. For example, the ABS expenditure on publications has remained unchanged over the past seven years. Two reviews were completed in 1992-93. The first dealt with a possible rationalisation of national publications, the other with possible improvements in the production and distribution of publications. Implementation of recommendations arising from these reviews will further improve the efficiency of ABS publishing.

The Communications Research Institute of Australia (CRII) developed new styles for ABS publications, with the overall aim of clearer presentation of statistics. Work proceeded on the conversion of publications to the new style, in particular the main economic indicators. A

publication assembly system which will standardise, simplify and automate the production of regular ABS publications using the new style was also developed. The first publication produced through this system will be available in August 1993.

In the same vein, there was a significant upgrading of the 1992 edition of the ABS' flagship publication, *Year Book Australia*, following an earlier review and recommendations for improvement in its contents and presentation.

There is a continuing demand for statistical data to be provided in geographic map forms to reveal information patterns that may not be so evident in statistical tables or charts. In response to this need, the ABS is developing techniques for the presentation of statistical data in maps. An outcome of this work is a set of atlases, titled *Capital City Social Atlases* (ABS Catalogue Nos. 2840.1 to 2840.8) based on data from the 1991 Census of Population and Housing.

Electronic dissemination

The electronic dissemination component provides a range of services for the dissemination of ABS products in computer-readable form. These services utilise advanced telecommunications and the increasing community access to computing facilities. There has been a continuing demand for statistics in forms suitable for access, storage and manipulation by computer. Growing numbers of users require immediate access to newly-released statistics and the ability to transfer and manipulate data from large databases on demand.

Continuing efforts are made to provide high-quality service to new and existing customers.

Some details of electronic dissemination activities over the past three years are shown in the performance indicators for the statistical operations sub-program (see pages 21 and 22).

The current ABS services which make use of electronic media are outlined below. Detailed descriptions of the services offered are given in *Catalogue of Electronic Products* (ABS Catalogue No. 1111.0).

PC Ausstats — On-line Time Series Data Service (ABS Catalogue No. 1401.0) is an on-line data service for delivering time series data to customers. Its main features are:

- On-line access to a wide range of ABS monthly, quarterly and annual time series and selected data

from the Reserve Bank of Australia and the Organisation for Economic Co-operation and Development.

- ABS-supplied software, to run on users' microcomputers, which provides the functionality necessary to perform data-selection, retrieval and basic data-manipulation operations.
- Easy-to-use efficient data-downloading capabilities.
- An uninterrupted 24-hours-a-day, seven-days-a-week service.
- Access to data at the time of its release or shortly after.

Through DISCOVERY, the Telecom national videotex service, the ABS provides the *DISCOVERY Statistical Information Service* (ABS Catalogue No. 1402.0) which gives electronic access to summary statistics from 53 ABS publications. Users can obtain main economic statistics at the time of their release.

In recent years a growing volume of data has been made available on magnetic tape. Currently the ABS has 65 standard tape services. In addition data are made available on tape on an ad hoc basis. Each tape is accompanied by documentation containing the technical and other information needed for it to be used effectively.

The ABS has developed systems for providing data on *floppy disk* in formats which can be read by the majority of personal computer systems. Most ABS data are available on floppy disk.

Marketing and public relations

Marketing

Marketing has responsibility for providing leadership on a range of related issues. This includes development and maintenance of a marketing plan for the ABS, and improvement of the ABS' understanding of its markets as a basis for maximising its statistical service to users.

Activities and achievements during the year included:

- ☐ Assisting the ABS to achieve in 1992-93 a 34 per cent increase in revenue from statistical products and services.
- ☐ Development of a Marketing Plan for ABS products and services for 1993-94, including a refinement of the Strategic Marketing Plan.

- ☐ Market research projects to identify the needs of clients for ABS products and services, particularly for electronic delivery of statistics.
- ☐ Continuing research into client satisfaction levels, to provide a measure of the effectiveness of marketing initiatives and service delivery.
- ☐ Continuing, in close collaboration with the personnel management program, a program of staff development and training courses aimed at improving the marketing and client service skills of staff.
- ☐ Development and implementation of a specialised sales skills course for census staff.
- ☐ Reorganisation of the Central Marketing Unit through the introduction of product Marketing Managers, each of whom is responsible for a portfolio of ABS products and services.

Public relations

Public relations undertakes activities to achieve good communications between the ABS and respondents to statistical collections, in the interests of the quality of response. It also aims to achieve good communications with politicians, the media and other opinion-leaders, and so promote understanding of the ABS' functions and effective use of its services. Public relations also supports the ABS' marketing activities.

Activities and achievements during the year included:

- ☐ Production and dissemination of 150 news releases to gain widespread print and electronic media coverage of major statistical collections and their published results.
- ☐ Media liaison and briefing of journalists to encourage prominent print, radio and television reporting of the ABS, its collections and publications.
- ☐ Promotional launches and other media opportunities for major ABS endeavours such as the final results of the 1991 Census of Population and Housing, and publications including capital city social atlases, *Social Indicators* and *Women in Australia*.
- ☐ Public awareness campaign for the 1994 national survey of Aboriginal and Torres Strait Islander peoples. Particular attention was given to the dissemination of information to print and electronic media in remote Aboriginal communities and in the Torres Strait Islands.

- ☐ Promotion of the ABS Library Extension Program through media outlets in regional and suburban areas.
- ☐ Raising awareness within ethnic communities of the importance of ABS services and collections through the SBS-TV weekly series *For Your Information*.

National accounts

The national accounts component produces statistics which form the core of the Australian system of national accounts, which summarise, in a systematic and comprehensive way, the economic transactions that take place in the Australian economy and between Australia and the rest of the world. The usefulness of the accounts derives largely from the way in which data are brought together from all available sources and presented in a conceptually consistent way both for a given period and over time. The accounts basically accord with the recommendations contained in the United Nations System of National Accounts.

To present an up-to-date picture of the national economy, summary national income, expenditure and product accounts at both current and constant prices are published as soon as possible after the end of each quarter. However, much of the more reliable information needed for the accounts does not become available until some time after the publication of preliminary figures. Therefore, estimates for the most recent quarters are revised as additional information becomes available.

A more detailed and firmer picture of the national economy is provided in annual and periodic national accounts statistics such as annual national income, expenditure and product estimates and triennial input-output tables.

Senior staff of the National Accounts and Prices Branch of the ABS attend meetings of the Joint Economic Forecasting Group to provide advice on the statistics used as input to the forecasting process.

Activities and achievements during the year included:

- ☐ An expanded quarterly national accounts publication *Australian National Accounts: National Income, Expenditure and Product* (ABS Catalogue No. 5206.0) was released to incorporate production-based estimates of GDP (GDP(P)) previously published in *Australian National Accounts: Gross Product, Employment and Hours Worked* (ABS Catalogue No. 5222.0). The opportunity was taken to upgrade the design and

content of the publication, including an improved layout for the main features, analytical comment and explanatory material, and an expansion of the range of trend estimates provided.

- ☐ A new quarterly publication *Australian National Accounts: State Accounts* (ABS Catalogue No. 5242.0) was released. It provides estimates of gross State product at current prices and State final demand, at both current and constant (average 1989-90) prices, by State and Territory, from the September quarter 1984.
- ☐ The annual State accounts (ABS Catalogue No. 5220.0) were extended to include constant price estimates of State final demand and its major components (at average 1989-90 prices).
- ☐ All constant price estimates were rebased to average 1989-90 prices. The opportunity was taken during the rebase to improve the methodology underlying the constant price estimates in a number of areas.

International accounts

The international accounts component produces statistics and related information on the balance of payments, international trade in services and foreign financial assets and liabilities. It also participates with other government agencies in the forecasting work of the Joint Economic Forecasting Group, through the Group's Balance of Payments Sub-Committee. Balance of payments and international investment statistics are published in monthly, quarterly and annual releases. More detailed statistics are available on request.

Activities and achievements during the year included:

- ☐ Development of a comprehensive annual, partly user funded survey of international trade in services, to be conducted from the 1992-93 reference year. The aim is to improve the quality of balance of payments services statistics and meet user needs for detailed services trade data.
- ☐ Participation in the Asia Pacific Economic Cooperation (APEC) forum, and specifically the Trade and Investment Data Review Project, including assistance in the compilation of a database of merchandise trade and international direct investment flows for all 15 APEC member economies.
- ☐ Provision of comments to the International Monetary Fund on its draft Balance of Payments Compilation Guide.
- ☐ Membership and participation in the work of the International Monetary Fund's Balance of Payments Committee, aimed at improving the

measurement and international comparability of balance of payments statistics.

- ❑ Organisation of a seminar on balance of payments statistics, jointly sponsored by the International Monetary Fund and the ABS, for participants from 24 countries in the Asia Pacific region.
- ❑ Development of a survey of embassies and consulates to be conducted in respect of 1992-93, to provide up-to-date measures of their transactions with Australia for inclusion in the balance of payments.
- ❑ Development of a general reference publication entitled *A Guide to Australian Balance of Payments Statistics* for release in the second half of 1993.
- ❑ Conduct of a new survey of international insurance transactions in respect of 1991-92, to improve the measures of these transactions in the balance of payments.
- ❑ Incorporation in the balance of payments of the results from the 1991-92 survey of returned Australian travellers, resulting in improved measures of travel debits and labour income credits.
- ❑ Commencement of several initiatives to reduce respondent load and significantly improve the quality and timeliness of statistics on international transportation and travel.
- ❑ Development and analysis of measures of quality of balance of payments statistics for publication in an information paper in the second half of 1993.
- ❑ Implementation of an upgraded computer system for processing and tabulating balance of payments statistics, resulting in savings in staff and computer resources.
- ❑ Continued investigation into the treatment of financial derivatives (options, swaps, futures, etc.) in international accounts statistics and the development of a collection methodology to obtain quarterly data in respect of 1993-94.
- ❑ Conduct of a one-off undercoverage survey to measure and improve the coverage of the survey of foreign investment.
- ❑ Continuation of the review of the editing system used in international investment statistics, with the aim of reducing costs and improving data quality.
- ❑ Development of a methodology for collecting and compiling quarterly estimates of reinvested earnings, to improve the quality of quarterly balance of payments and international investment statistics.



Participants from 24 countries in the Asia-Pacific region at a seminar in Canberra on balance of payments methodology sponsored jointly by the ABS and the International Monetary Fund.

- ☐ Publication of analyses of foreign ownership of equity in Australian enterprise groups in the June quarter 1992 and the March quarter 1993 issues of *International Investment Position, Australia* (ABS Catalogue No. 5306.0).

Foreign trade

The foreign trade component produces detailed statistics on the composition of Australia's merchandise exports and imports and associated international shipping and air cargo movements. The statistics are available in a range of publications, on microfiche and magnetic tape, and through special returns which provide regular information on specific commodities, tailored to the needs of individual subscribers, by either post or TELESTATS electronic mail service. Customised data are also available on an ad hoc or subscription basis in paper reports, on disk or on other media.

Activities and achievements during the year included:

- ☐ Development and publication of an analysis of foreign trade data quality, including quantitative measures of data quality, in the March quarter 1993 issue of *Foreign Trade, Australia: Merchandise Exports and Imports by Country* (ABS Catalogue No. 5422.0).
- ☐ Regular publication in ABS Catalogue No. 5422.0 of special articles analysing Australia's trade with other countries.
- ☐ Improvement in the timeliness of release of quarterly international cargo statistics by six months.
- ☐ Restructure of foreign trade client services activities to improve the quality and timeliness of services provided to clients.
- ☐ Continuation of a review of foreign trade editing systems and procedures.
- ☐ Progress on a bilateral reconciliation between Australian and US foreign trade statistics being undertaken jointly by the ABS and US Bureau of the Census.
- ☐ Progress on a bilateral reconciliation between Australian and New Zealand foreign trade statistics to facilitate greater harmony in the two countries' statistics.
- ☐ Upgrade and enhancement of the foreign trade microcomputer dissemination facility (FASTTRACCS), to further improve the servicing of ad hoc client requests.

Prices

The prices component is responsible for compiling the consumer price index (CPI) and a range of producer and foreign trade price indexes.

The CPI measures the change each quarter in the cost of purchasing a fixed basket of consumer goods and services. House price indexes compiled for use in calculating the mortgage interest charges component of the CPI are published separately and provide estimates of the change each quarter in housing prices. The producer and foreign trade price indexes address broader economic concerns and include price indexes of inputs and outputs of manufacturing industry, materials used in the building industry, exports and imports.

Activities and achievements during the year included:

- ☐ A reweighting of the CPI using data from the household expenditure survey was completed. An information paper *The Australian Consumer Price Index, 12th Series Review* (ABS Catalogue No. 6450.0) containing details of the reweighting was published in September 1992.
- ☐ Hand-held computers were introduced to facilitate field price collection activity for the CPI.
- ☐ Investigations were commenced on the measurement of price changes in services industries.
- ☐ A training course was conducted in the Federal States of Micronesia for statisticians from Pacific countries.

Financial accounts

The financial accounts component produces statistics of the lending activity and balance sheets of financial institutions including banks, building societies, finance companies, credit unions, unit trusts and superannuation funds. It produces the financial accounts as an element of the Australian system of national accounts. These show the levels and flows of financial assets and liabilities in each sector of the economy.

Activities and achievements during the year included:

- ☐ Commencement of a new quarterly statistical publication, *Managed Funds, Australia* (ABS Catalogue No. 5655.0), providing information on the consolidated and unconsolidated assets of financial institutions involved in the managed funds industry.
- ☐ Introduction of a new statistical collection from the issuers of asset backed securities, and expansion of

collections for life insurance offices and friendly societies to provide improved coverage.

- ☐ Agreement with the new regulatory body, the Australian Financial Institutions Commission, to avoid duplication of collection of statistics for building societies and credit unions.
- ☐ Negotiation with users of personal, commercial and lease finance statistics to pay for keeping the statistics on a monthly rather than a quarterly basis.

Public sector accounts

The public sector accounts component produces statistical information on revenue, outlays, financing transactions and net indebtedness of the Commonwealth Government, State, Territory and local governments and their trading enterprises. In addition to a range of annual publications, quarterly statistics are compiled for inclusion in the national accounts, and detailed financial statistics about individual local government authorities are provided on request.

Activities and achievements during the year included:

- ☐ Continuation of work arising from the May 1991 Premiers' Conference resolution on uniform presentation of government financial information, including:
 - (i) development of formats and classifications for presenting information on financial assets and liabilities;
 - (ii) assistance to Treasuries with the budget presentation of information on outlays, revenue and financing; and
 - (iii) review and upgrade of the main publication *Government Financial Estimates* (ABS Catalogue No. 5501.0).
- ☐ Participation in the development of guidelines for new Loan Council reporting arrangements.
- ☐ Development of new computer facilities for transfer and reconciliation of data between ABS and State/Territory Treasuries.
- ☐ Preparation of an initial draft of a manual of concepts, sources and methods employed in statistics on public sector accounts.

Agriculture

The agriculture component aims to provide a balanced range of production and financial statistics relating to agriculture. The main elements are the conduct of an annual commodity census, a monthly livestock slaughtering collection, a monthly wool brokers and

dealers receivals collection, an annual agricultural finance survey and the production of a range of derived statistics including estimates of the value of agricultural commodities produced and the apparent consumption of foodstuffs and nutrients. Statistics from the annual census are available for local areas.

Activities and achievements during the year included:

- ☐ Conduct of the 1991-92 agricultural census and agricultural activity collection. User funding was obtained to enable the continued collection of apples, pears and grape varietal data.
- ☐ Additional user funding was obtained for the 1992-93 agricultural census to collect more detailed data from smaller agricultural establishments in the Northern Territory and numbers of grain fed cattle (Australia-wide).
- ☐ Investigation into alternative collection methodologies resulted in the development of a separate horticultural census form for all States, with the exception of Tasmania.
- ☐ Data capture using Optical Character Recognition technology was successfully trialled in the 1992-93 agricultural census in Tasmania. It is intended to apply this technology for all data capture in the agriculture national project centre in Tasmania for the 1993-94 census.
- ☐ A nursery industry collection covering the agricultural, wholesale and retail nursery sectors was developed and will be conducted in respect of the 1992-93 financial year. User funding was obtained to extend the collection to cover the wholesale and retail sectors of the industry.
- ☐ Release, in May 1993, of a ten year series (1983-92) of annual agricultural census data at small area level on floppy disk (AgStats).
- ☐ The application of the Australian and New Zealand Standard Industry Classification (ANZSIC) in the 1991-92 agricultural census. The 1989-90 and 1990-91 census data have also been coded to ANZSIC to enable the publication of a three year series.
- ☐ A home production survey was run in April 1992 as a supplement of the monthly labour force survey. The purpose of the survey was to update the component of home production used in the calculation of foodstuffs available for consumption published in *Apparent Consumption of Foodstuffs and Nutrients, Australia* (ABS Catalogue No. 4306.0).
- ☐ Release in January 1993 of preliminary results from the 1991-92 agricultural finance survey to

coincide with the National Agricultural and Resources Outlook Conference.

- Testing and inclusion of landcare questions in the 1991-92 agricultural finance survey questionnaire with the objective of adding to the ABS database relating to the environment.
- Analysis of farm debt over the period 1986-87 to 1990-91, which was published in the *Australian Farm Journal*.

Mining

The mining component conducts annual censuses of the mining, electricity and gas industries. The censuses provide data on the structure, operations and output of the industries, comparable with those available in respect of other sectors included in the program of economic censuses. Quarterly collections of actual and expected mineral and petroleum exploration are also undertaken.

Activities and achievements during the year included:

- The clerical and computer systems for processing the quarterly collections of mineral and petroleum exploration were redesigned enabling significant improvement in release timetables to be made in future years (*Mineral Exploration, Australia*, ABS Catalogue No. 8412.0).
- Release in October 1992 of results from the 1990-91 census of electricity and gas establishments.
- The presentation of financial data in the above two publications was changed significantly to reflect profit and loss and balance sheet format, and an increased range of aggregates was presented at both national and State level.
- Release in October 1992 of details of mineral production in Australia for 1990-91 (*Mineral Production, Australia*, ABS Catalogue No. 8405.0).
- Release in January 1993 of results from the 1990-91 census of mining establishments.
- Release in June 1993 of the results of a survey of the use of technology in the mining industry at 30 June 1991 (*Mining Technology Statistics, Australia*, ABS Catalogue No. 8413.0).

Energy

The energy component coordinates and develops the provision of statistics relating to energy use. During the year a directory of energy related statistics was published.

Manufacturing

The manufacturing component provides statistics on the structure, performance and production of the manufacturing industry. Data collected and disseminated include monthly and quarterly commodity production statistics, indexes of manufacturing production, and extensive statistics on the structure, financial operations and other characteristics of manufacturing industry collected in the annual manufacturing census.

Activities and achievements during the year included:

- ☐ Release of preliminary information from the 1991-92 manufacturing census in *Manufacturing Industry, Australia, Preliminary* (ABS Catalogue No. 8201.0).
- ☐ Release of final information from the 1989-90 and 1990-91 manufacturing censuses in *Manufacturing Industry, Australia, Preliminary* (ABS Catalogue No. 8221.0).
- ☐ Commencement of a review of manufacturing statistics including a full-scale review of user requirements and priorities.
- ☐ Continued redevelopment of the processing systems used to process the manufacturing census to allow significant improvement in timeliness of results to be made in future years.

Distribution industries

The distribution industries component produces monthly statistics on retail trade as well as, periodically, detailed information on the size, structure, operations and output of retail and wholesale industries.

Activities and achievements during the year included:

- ☐ Further improvement in the timeliness of the monthly publication *Retail Trade, Australia* (ABS Catalogue No. 8501.0).
- ☐ Commencement of a review of the objectives and methodology of the monthly retail trade survey.
- ☐ National implementation of computer-assisted telephone interviewing (CATI) in the monthly retail trade survey resulting in improved data quality and reduced respondent load.
- ☐ Commencement of a special data service from the monthly retail trade survey to enable individual retailers to assess their performance against the performance of groups of comparable retailers.
- ☐ Completion of the processing phase of the 1991-92 retail and services location census and 1991-92

retail activity survey including the use of optical character reading technology.

- ☐ Successful completion of the collection phase of the 1991-92 wholesale industry survey.

Construction

The construction component produces statistics on the structure, performance and other characteristics of the construction industry and timely indicators of activity for the three components of construction — residential building, non-residential building and engineering construction. This information is provided from a series of collections including a periodic construction industry survey, monthly building approvals and dwelling commencements reported by approving authorities, and quarterly surveys of building activity and engineering construction. The component also includes a housing statistics unit, which is a small group providing a focus for ABS statistical activities concerned with economic and social aspects of housing.

Activities and achievements during the year included:

- ☐ Release of the first edition of *Housing, Australia* (ABS Catalogue No. 1320.0), an omnibus publication drawing together a wide range of housing and housing related statistics.
- ☐ Release of *Housing Characteristics and Decisions* (ABS Catalogue No. 8710.0), a joint publication with the National Housing Strategy task force, providing comparisons between four cities of the characteristics of housing and households and issues related to housing choice and decisions.
- ☐ Completion of a user review of the engineering construction survey, which found that users' needs were being satisfied by the survey in its existing form.
- ☐ Continued development of household surveys dealing with rental investors and rental tenants.
- ☐ Completion of a large-scale review of the processing systems used for the building collections and development of proposals for system redesign aimed at promoting better quality data and efficiencies.
- ☐ Development and implementation of new facilities to enable collection of data from housing approval authorities in electronic format.

Transport

The transport component provides monthly and annual statistics on new motor vehicle registrations, quarterly statistics on interstate road freight movements, and annual statistics on interstate freight movements. It conducts a triennial survey of motor

vehicle use by individuals and the business sector, and an associated motor vehicle census. It also conducts a periodic survey of the transport industry.

Activities and achievements during the year included:

- ☐ Release of results from the 1991 survey of motor vehicle use.
- ☐ Release of results from the 1991 motor vehicle census on floppy disk (TRANSTATS 1991).
- ☐ Conduct of a units survey involving more than 2,300 businesses to upgrade coverage of the quarterly interstate road freight movements survey.
- ☐ Conduct of a pilot test of the proposed collection of commodity freight movements data.
- ☐ Further enhancements to the processing environment for transport statistics to achieve more timely output.
- ☐ Completion of negotiations with Commonwealth, State and Territory motor vehicle registry authorities for provision of extended motor vehicle registrations data.

Tourism

The tourism component undertakes a quarterly survey of tourist accommodation establishments, and coordinates and disseminates tourism-related statistics compiled by other areas of the ABS.

Activities and achievements during the year included:

- ☐ Further improvements to the timeliness of statistical results from the quarterly survey of tourist accommodation.
- ☐ Release of a tourist accommodation atlas for Queensland.
- ☐ Development and market testing of a prototype tourism indicators publication.
- ☐ Development of a standard classification of visitor accommodation.
- ☐ Development and pilot testing of a user funded survey of inbound tourism operators in Australia.
- ☐ Investigation of editing/processing facilities for the survey of tourist accommodation, as part of a quality assurance plan.
- ☐ Development of a manual on tourism expenditure statistics at the request of, and under contract to, the World Tourism Organisation/United Nations Statistical Office.

Service industries and small business

The service industries and small business component produces statistics on the size, structure, operations and output of a variety of service industries compiled from a rolling survey program and, on about a two yearly basis, produces a comprehensive publication on statistics of small business in Australia.

Activities and achievements during the year included:

- ☐ Establishment of a large national project centre to develop and conduct ongoing rounds of surveys of various service industries.
- ☐ Development and conduct of surveys in respect of 1991-92 covering a number of tourism/hospitality related industries.
- ☐ Extensive consultation with users of statistics on their requirements for statistics from surveys of a range of business and professional service industries in respect of 1992-93 to be undertaken in 1993-94.
- ☐ Methodological research and questionnaire development in preparation for the 1992-93 round of service industries surveys.
- ☐ Preparation of a 1993 update of the ABS publication *Small Business in Australia* (ABS Catalogue No. 1321.0) was completed.
- ☐ Completion of results and a report to the Cultural Ministers Council on a 1990 collection of data from the subsidised component of the culture-leisure industry.

Economy wide statistics

The economy wide statistics component is responsible for the development and production of a range of economic and business statistics on an annual basis.

Achievements during the year included:

- ☐ Release of the first publication presenting results from the annual economic activity survey, *Business Operations and Industry Performance, Australia, 1990-91* (ABS Catalogue No. 8140.0). Although this new range of statistics is still considered experimental, this publication is a significant step in providing information on the structure, activity and performance of businesses in the Australian economy on a consistent basis. Also, the publication follows, as far as is possible, standard commercial accounting format.
- ☐ Incorporating commercial accounting concepts into the collection and publication of business statistics.

- ☐ Conduct and processing of the 1991-92 economic activity survey.
- ☐ Continued liaison with the Australian Taxation Office with the objective of developing a common set of concepts and definitions.

Business surveys

The business surveys component produces some of the main indicators of current and future economic activity through the production of quarterly estimates of company profits, actual and expected new capital expenditure, stocks and expected manufacturers' sales. In addition to regular quarterly surveys of private sector businesses, statistical consultancy services are provided in the form of special industry surveys and mail-outs in response to urgent needs for information on current issues that cannot be satisfied from the ABS regular survey program.

Activities and achievements during the year included:

- ☐ Development and pilot testing of a new quarterly survey of businesses to obtain their expectations for investment, purchasing and stocks, sales, exports and imports, employment, wages and labour costs, with a view to enhancing the statistical basis for economic forecasting and early identification of turning points in the economy.
- ☐ Following a survey of small businesses, completion of reports on *Study of the Workload Placed on Small Business by Government Paperwork* for the Department of Industry, Technology and Resources. The results of the survey, conducted among a small representative sample of small businesses across most industries, were aimed at addressing the issue of paperwork load for Federal, State and local government purposes.
- ☐ Further consultancy services to the Aboriginal and Torres Strait Islander Commission in the form of detailed statistical tabulations from the 1992 survey of national housing and community infrastructure needs.
- ☐ A review of users' requirements for statistics from the regular quarterly surveys.

Science and technology

The science and technology component provides statistics on research and experimental development (R&D). A monitoring and coordinating role is also performed in the areas of science and technology statistics generally.

Activities and achievements during the year included:

- ☐ Publication of the results of new surveys on the use of advanced technologies in the mining and manufacturing industries (*Mining Technology Statistics, Australia*, ABS Catalogue No. 8413.0 and *Manufacturing Technology Statistics, Australia*, ABS Catalogue No. 8123.0).
- ☐ Publication of results from the 1990-91 R&D survey for the general government and private non-profit sectors (*Research and Experimental Development, General Government and Private Non-profit Organisations, Australia*, ABS Catalogue No. 8109.0) and for higher education organisations (*Research and Experimental Development, Higher Education Organisations, Australia*, ABS Catalogue No. 8111.0).
- ☐ Completion of the development and statistical collection work for the 1991-92 R&D survey of the business enterprises sector.
- ☐ Contribution to the development of statistical standards for science and technology statistics within the Organisation for Economic Co-operation and Development.
- ☐ Development of new collections in the fields of innovation and information technology.

Environment

The environment component provides a focus for ABS statistical activities concerned with the environment. It matches client needs with the resources of the ABS, such as its considerable data holdings, statistical expertise and infrastructure of industry and household collections.

Activities and achievements during the year included:

- ☐ Development commenced on a household survey to collect data on environmental issues. The survey is to be conducted in April 1994.
- ☐ Development of questions addressing environmental topics for inclusion in various ABS collections such as the 1992-93 manufacturing census, the 1992-93 mining census, the 1992-93 agricultural finance survey and some of the 1992-93 service industry surveys.
- ☐ Analysis and preparation for publication of the results from ABS collections relating to the costs of environmental protection.
- ☐ Analysis and preparation for publication of the results from the May 1992 environmental issues survey.

Integration and classification

- Development of a conceptual framework for a set of national balance sheet accounts for energy, for which data is being assembled.

The integration and classification component develops, maintains and promotes the use of standard units, data item definitions and classifications in statistical series which in turn ensures the compatibility and comparability of data across collections. It issues documents and publications on the standards and provides coding systems, concordances, keys, indexes, classification descriptor sets and maps to facilitate the use of the standards. Training, advice and assistance in the use of the standards is also provided.

Activities and achievements during the year included:

- Following agreements reached with the New Zealand Department of Statistics, a new classification entitled *Australian and New Zealand Standard Industrial Classification (ANZSIC)* was released in June 1993. It will enable greater comparability of industrial statistics produced by the two countries.
- Continued development of the *Australian Standard Commodity Classification (ASCC)* (ABS Catalogue No. 1254.0). The current ASCC covers transportable goods produced by the manufacturing, agriculture and mining sectors. It is to be expanded to cover all goods and services and will improve the comparability of commodity data produced from various collections. Possible involvement of the New Zealand Department of Statistics in this review is currently being negotiated.
- The development of GeoLink, the integrated regional database. As a result of ABS involvement in the Rural Data Working Group, the Department of Primary Industries and Energy has contributed \$500,000 over two years for the development of a software product to provide easy access to economic, social and geographical data on a regional basis. Geolink Version 1 is scheduled for release early in 1993-94.
- Continuation of a review of definitions of economic statistical units, leading to a new issue of *Standards for Statistical Units in Australian Integrated Economic Statistics (SSU)* (ABS Catalogue No. 1231.0) during 1993-94.
- Revisions to the *Australian Standard Geographical Classification (ASGC)* (ABS Catalogue No. 1216.0) incorporating urban centres and localities as

defined for the 1991 Census of Population and Housing.

- ❑ Continuation of investigations into the demand for geographic information systems and the feasibility of geocoding the ABS central register of businesses.
- ❑ Completion of reviews of several research classifications, and publication of the *Australian Standard Research Classification (ASRC)*.
- ❑ Completion of a review of the *Australian Transport Freight Commodity Classification (ATFCC)* and *Australian Pack Classification (APC)* (ABS Catalogue No. 1210.0). A new edition will be issued during 1993-94.

Business register

The business register component is responsible for the maintenance of the ABS central register of businesses. Over 700,000 business groups are recorded on the register. Maintenance involves applying about one million changes to the register each year. The register plays a key role in integrating economic statistics by providing consistent population frameworks for ABS censuses and surveys of businesses.

Activities and achievements during the year included:

- ❑ Release in May 1993 of *Profiles of Australian Business* (ABS Catalogue No. 1322.0), which presents a number of views of business in Australia that previously have not been readily available. It provides information about the units that make up businesses, their legal structure, size, degree of geographic diversification and industry specialisation. This is the first publication to be based on statistics derived from the business register. Additional and more detailed information can be tailored to meet the requirements of individual users.
- ❑ Commencement of the conversion of industry classification codes on the business register from the Australian Standard Industrial Classification (ASIC) 1983 edition to the Australian and New Zealand Industrial Classification (ANZSIC) 1993 edition. This involved a survey of over 90,000 businesses.
- ❑ Introduction of a computer-assisted data entry system designed to reduce data entry loads and to increase the efficiency of register updating.
- ❑ Upgrade of the business register database, including the introduction of new data items such as the Australian Company Number.

- ☐ Commencement of a study into the feasibility of redesigning the business register system to provide greater efficiencies.
- ☐ Continuing contact with large businesses to identify their legal and operating structures for recording on the register.

Economic statistics systems

The economic statistics systems component is responsible for the development and implementation of an efficient and effective computer processing environment for a range of economic statistics collections.

During the year development of systems proceeded for the 1992-93 economic activity survey. A prototype system was used successfully in processing the 1991-92 manufacturing census.

Population census

The population census component develops and conducts the Census of Population and Housing required by legislation to be conducted every five years. The results are used to revise population estimates for each of the States and local government areas and to provide detailed statistics on the population and its housing within small geographic areas and for small groups within the population. These statistics are in turn used for electoral purposes, for the distribution of government funds and for a wide variety of planning, administration and policy activities of government, business and other users.

Activities and achievements during the year included:

1991 Census output

- ☐ The release of final census data for the 1991 Census. Data released during the year included: basic community profiles (ABS Catalogue No. 2722.0), progressively released up to April 1993; print service (on request) for State/capital city comparisons (ABS Catalogue Nos. 2731.0 and 2733.0); detailed national, State and Territory customised tables (ABS Catalogue No. 2714.0-8) and State and Territory standard tables (ABS Catalogue No. 2712.1-8) in electronic and hardcopy form; and CMAP91 (ABS Catalogue Nos. 2921.0-8) which contains topographic data for all of Australia overlaid by 1991 Census statistical boundaries.
- ☐ Development of CDATA91, as a joint venture by the ABS, MapInfo Australia and Space Time Research. This is a CDROM product consisting of a wide range of Census data linked with a

topographic database and sophisticated mapping software.

- ☐ Further evaluation of the 1991 Census data and procedures, including the performance of sequencing instructions and the impact of self coding questions on response.

1996 Census development

- ☐ Conduct of a wide public consultation program on the Census, including the issue of *1996 Census of Population and Housing: ABS Views on Content and Procedures* (ABS Catalogue No. 2007.0) and the conduct, nationally, of a series of seminars to clarify user requirements.
- ☐ Testing and evaluation of alternative questionnaire designs including the use of cognitive analysis techniques.
- ☐ Signing of a memorandum of understanding with the Public Sector Mapping Agencies for the supply of digital map data and letting of a contract for the supply of a mapping system and production of field maps electronically for the 1996 Census.
- ☐ Commencement of the development of computer systems for the management of field work and processing for the 1996 Census.

Demography

The demography component produces regular statistics on births, deaths, marriages, divorces, overseas arrivals and departures, and internal migration. Also, estimates are produced of the age, sex, birthplace, marital status and geographical distribution of the population. Forward projections of the population according to specified demographic assumptions are published on a regular basis.

Activities and achievements during the year included:

- ☐ Publication of rebased quarterly estimates of State and Territory populations from September 1986 to June 1991 using the final results from the 1991 Census and post-enumeration survey.
- ☐ Compilation of final 1991 population estimates classified by age and sex for each of the Statistical Local Areas of Australia.
- ☐ Completion of consultancies to produce population projections, mainly for sub-State areas.
- ☐ Completion of a review of occupation coding to the Australian Standard Classification of Occupations, and of the quality of occupation data, for overseas arrivals and departures statistics.

- ☐ Assistance to Registrars of Births, Deaths and Marriages to change to electronic provision of deaths data for the Australian Capital Territory and Northern Territory.

Health and welfare

The health and welfare component produces statistics relating to health (including causes of death, health status and risk factors, use of health services by the population and statistics about private health establishments) and welfare (including statistics about Aboriginal and Torres Strait Islander people, people with disabilities, aged persons, families and children). The component designs health and welfare related topics for inclusion in ABS collections, and undertakes the compilation, analysis and reporting of statistical information relating to specific population groups mentioned above.

Activities and achievements during the year included:

- ☐ Preparation of a major report on women's health, to be released in the second half of 1993. This is the first comprehensive statistical report compiled on the health of Australia's women.
- ☐ Further statistics from the 1989-90 national health survey were published in *Health Related Actions* (ABS Catalogue No. 4375.0).
- ☐ Conduct of a new annual collection on the facilities, activities, staff and finances of private hospitals and day surgeries in respect of 1991-92.
- ☐ Publication of results of a survey on infant sleeping positions in *Survey of Infant Sleeping Positions* (ABS Catalogue No. 4386.0), to provide data to assist research into sudden infant death syndrome.
- ☐ Conduct and processing of a time use survey with a view to the release of data in the second half of 1993.
- ☐ Commencement of development of the second in the series of health surveys, to be conducted in 1994-95.
- ☐ Processing of a survey of families with a view to the release of data in the second half of 1993.
- ☐ Conduct of a survey of disability, ageing and carers.
- ☐ Conduct of a survey on child care arrangements.
- ☐ Commencement of work on developing a framework for welfare statistics, in cooperation with the Australian Institute of Health and Welfare.

- ☐ Initial release of output from the 1991 Census for the Aboriginal and Torres Strait Islander populations.
- ☐ Publication of *Health Insurance Survey* (ABS Catalogue No. 4335.0).

Labour

The labour component provides statistical information on the composition and characteristics of the labour force, the operations of the labour market, conditions of employment, and issues relating to education and training.

Labour force statistics are collected in a monthly survey of households which provides timely estimates of employment and unemployment, together with basic demographic data to enable various characteristics of the employed and unemployed to be analysed. In addition, in most months of the year, supplementary surveys are run in conjunction with the labour force survey to collect more detailed data on specific issues.

Labour topics covered by supplementary surveys in 1992-93 included: job search experience of unemployed persons; employment benefits; weekly earnings of employees; trade union membership; persons not in the labour force; retirements and retirement intentions; career experience; and labour force re-entrants. Related education topics were also covered, including educational attainment, transition from education to work and participation in education.

The labour component also operates an integrated system of employer surveys which provides quarterly data on employed wage and salary earners; average weekly earnings; and job vacancies and overtime. It produces annual data on employers' labour costs and employers' expenditure on training, and the distribution and composition of employee earnings and hours. The component also produces monthly statistics on industrial disputes and annual statistics on trade unions, and indexes of award rates of pay are compiled monthly.

In conjunction with the Australian Education Council, annual statistics on schools, students and staff are collected, evaluated and published.

Activities and achievements during the year included:

- ☐ Implementation of the recommendations of a review of user requirements from employer surveys of employment and earnings, average weekly earnings, employee earnings and hours, and job vacancies and overtime. This included a

reduction in sample size for the quarterly survey of employment and earnings and the development of a consolidated questionnaire for this survey and the survey of average weekly earnings. Both initiatives will reduce survey respondent load.

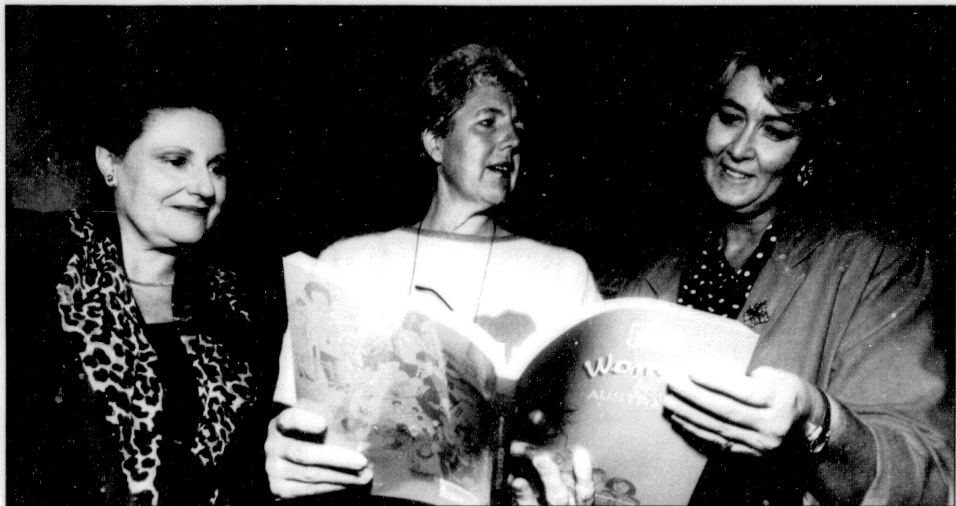
- ☐ Conduct of the five-yearly survey of wage costs, run as a supplement to the 1991-92 major labour costs survey. The wage costs survey collects data on payments for time not worked (paid leave) and bonuses, thus enabling the 'on-costs' component of earnings to be measured.
- ☐ Development of new monthly supplementary survey topics — working arrangements and career experience.
- ☐ Commencement of a pilot survey to collect information from employers on labour demand, focusing on occupation and other characteristics of job vacancies and recruitment action.
- ☐ Development of a survey of commercial training providers.
- ☐ Completion of the redesign and reselection of the monthly population survey, following the 1991 population census.
- ☐ Commencement of a survey to determine employers' expenditure on training during the September quarter 1993.
- ☐ Publication of a *Users' Guide to Statistics from the Labour Force and Supplementary Surveys*, and a *Directory of Education and Training Statistics* (ABS Catalogue No. 1136.0).

Social, analysis and standards

The social, analysis and standards component produces statistics on household income, expenditure and other characteristics of households and housing, crime and justice, and culture and leisure activities. It produces reports describing social conditions in Australia and their changes over time, and is responsible for developing indicators for monitoring the social well-being of the population and of special population groups such as youth and women. It is also responsible for promoting integrated social statistics through the development and dissemination of standard statistical concepts, definitions and classifications, and for developing and maintaining computer systems for processing and providing access to data from household surveys on social and labour topics.

Activities and achievements during the year included:

- ☐ Publication of *Women in Australia* (ABS Catalogue No. 4113.0) a consolidated statistical profile of the overall situation of women compared with men across a range of areas of social concern.
- ☐ Development of the 1993-94 household expenditure survey and associated processing systems. The survey will commence in July 1993.
- ☐ Development of a new continuous cycle of collection of income and housing cost data. The new income distribution survey is planned to commence in July 1994.
- ☐ Continuing study of microsimulation techniques aimed at enhancing the usefulness of current household income and expenditure data holdings for the purposes of policy analysis of alternative government programs.
- ☐ Work associated with the co-hosting of an international conference on Microsimulation and Public Policy planned for December 1993 in Canberra.
- ☐ Development of a conceptual framework for statistics of income, consumption and net worth.
- ☐ Publication of *Social Indicators 5* (ABS Catalogue No. 4101.0), a national social report providing statistics and commentary on a number of areas of social concern — population, families, health, education, working life, income, housing, and leisure.
- ☐ Following establishment of a national culture-leisure statistics unit within the South Australian office, publication of *Music and Performing Arts* (ABS Catalogue No. 4116.0).
- ☐ Development of a manual for use by various agencies involved in the production of uniform national crime statistics. Publication of the first set of such statistics is scheduled for 1993-94.
- ☐ Publication of the results of a survey on crime and safety in New South Wales, *Crime and Safety, New South Wales* (ABS Catalogue No. 4509.1).
- ☐ Conduct of a national crime victims survey.
- ☐ Development of a new annual social trends publication planned for first release in 1994.
- ☐ Further development of standards and facilities to improve the integration and management of social statistics, including a modular approach to the collection of income data in ABS household surveys and a directory of concepts and standards for social, labour and demographic statistics.



Reproduced by courtesy of *The Canberra Times*.

The Minister for Family Services and Minister assisting the Prime Minister for the Status of Women, Senator Rosemary Crowley, centre, launched the Australian Bureau of Statistics report, *Women in Australia*. With her are Liberal Senator Bronwyn Bishop, left, and Australian Democrats leader, Senator Cheryl Kernot.

- ❑ Commencement of a major review of the Australian Standard Classification of Occupations (ASCO), in collaboration with Department of Employment, Education and Training. The ASCO 2nd edition is planned for release prior to the proposed 1996 Census of Population and Housing.
- ❑ Preparation of a series of publications relating to the new ABS classification of qualifications — *The ABS Classification of Qualifications Information Paper* (ABS Catalogue No. 1263.0); *ABS Classification of Qualifications* (ABS Catalogue No. 1262.0) and the *ABS Classification of Qualifications — Manual Coding System* (ABS Catalogue No. 1265.0).

Population surveys

The population surveys component is responsible for the development and conduct of ABS household surveys, including monthly population surveys which collect data needed for monthly estimates of employment and unemployment and other labour and social statistics, and periodic surveys on particular topics. Trained interviewers collect information from selected respondents in samples of households. The component generally codes and edits the data collected, and provides it in computer-readable form to relevant subject-matter program components for production, analysis and dissemination of survey results. The component also provides personnel to carry out interviewer-enumerated segments of economic statistics collections.

One new survey that commenced development during the year was the National Aboriginal and Torres Strait Islander Survey. This is the first national survey of the Aboriginal and Torres Strait Islander population and is being designed to provide Australia's indigenous peoples and Commonwealth Government, State and Territory governments with the most needed statistics in a range of social, demographic, health and economic areas. The survey content and methods will be sympathetic to Aboriginal and Torres Strait Islander cultural values and priorities.

In addition to ongoing development and conduct of surveys, activities and achievements during the year included:

- ❑ Research into the best methodologies for locating and interviewing Aboriginal and Torres Strait Islander people in their homes, given that they form only a very small proportion of Australian households and given the importance of understanding and respecting their circumstances and culture when collecting survey information.

- Design of the Population Survey Monitor, a new household survey vehicle providing a fast response to emerging urgent requirements for statistical information which cannot be accommodated by the existing program of household surveys. The Monitor will commence in 1993-94.
- Research into alternative methodologies for collecting statistics about intentions to purchase goods and services, and expectations of inflation.
- Research into the accuracy and suitability of using telephones to collect information on income from people not available for a face-to-face interview.

Data management

Following a consultancy by Professor Bo Sundgren of Statistics Sweden, a world authority in statistical databases and information systems, a new component, data management, was established in August 1992. In broad terms, the component aims to provide the statistical and information systems infrastructure that will enable the ABS to reduce lead times and costs in responding to the particular needs of users, and to provide a 'one stop knowledge shop' to its clients. A particularly important requirement is to provide a means of delivering the information potential of the ABS to clients *in their terms and in the form they require*. This requires the ABS to re-orient its outputs to a subject or thematic rather than a collection basis, and to redevelop and link its input and statistical quality control systems to its output and client service systems.

From a client's perspective, the end result will be that ABS data will be visible (in the sense that all data of potential relevance and value to a particular client or requirement can be identified and assessed), readily accessible, and relatable across different fields of statistics (that is, ABS statistical concepts, definitions, classifications and statistical processes will, as far as possible, be consistent).

An ABS data management strategy has been developed to achieve these aims and is currently being implemented. The strategy has two key elements:

- the gathering together of most ABS data and standard descriptions of data in a single output database to ensure data is visible and accessible to users; and
- the development and implementation of corporate data management facilities (that is, collection design, data item and classification definition and management) designed to improve statistical reliability, reliability and efficiency.

Substantial progress was achieved in 1992-93. An ABS output database was developed and loaded with a representative set of small area data. It is envisaged that the output of most ABS statistical collections will be loaded to the database by the end of 1993-94. The first versions of corporate data management facilities were also developed and will be progressively implemented across the ABS.

Econometric and time series analyses

Econometric analysis

The econometric analysis sub-component maintains the database for the national income forecasting (NIF) econometric model of the Australian economy and publishes the *Australian Economic Indicators* (ABS Catalogue No. 1350.0), a monthly compendium of economic statistics. In addition it provides econometric services both for ABS and for other Commonwealth departments.

Activities and achievements during the year included:

- ☐ Improvements in the coverage and presentation of economic statistics in the *Australian Economic Indicators* (ABS Catalogue No. 1350.0), including State comparisons and trend estimates.
- ☐ Development of an experimental composite leading indicator of economic activity.
- ☐ Investigations into the statistical discrepancy and the errors associated with the national accounts.
- ☐ Analysis of the realisation ratios of investment expectations data at individual respondent level.
- ☐ Advice to external users about the availability and suitability of data for econometric and related statistical analysis, and the use of analytical techniques.

Time series analysis

The time series analysis sub-component maintains and develops statistically based time series analyses facilities, especially those for the estimation of seasonality, trading-day, trend and irregular factors. The services cover publication and internal user requirements of the ABS and, by arrangements, requirements of other Commonwealth and State departments and authorities, and some private enterprise clients.

Activities and achievements during the year included:

- ☐ Ongoing analysis and reanalysis of seasonality in ABS time series and support for the development of trend series.
- ☐ Provision of an external consultancy service in time series analysis and the presentation to economic analysts in both the government and private sectors, as well as the media, of seminars on analysis and interpretation of time series.
- ☐ Publication of working papers on time series analyses.
- ☐ Continuing research and development on expert systems for seasonal analysis of monthly and quarterly time series.

Mathematical statistics

The mathematical statistics component consists of two sub-components: statistical support and statistical consultancy and training.

Statistical support

Statistical support undertakes sample design for ABS surveys, to ensure reliable statistics are provided efficiently and with minimum respondent load. New surveys are designed and continuing surveys revised as necessary. In addition, statistical analysis and methodological investigations are undertaken to evaluate alternative collection strategies and estimation techniques to improve efficiency and data quality. Examples during the year included research into methods of producing estimates for small geographic areas, investigations into the impact that various sample and frame maintenance procedures have on published estimates, and initial sample design work for the national Aboriginal and Torres Strait Islander survey. Statistical analysis of ABS data holdings is also undertaken to provide users with important statistical measures and tools.

Statistical consultancy and training

Statistical consultancy and training helps users meet their information needs through the provision of statistical services such as survey design and data analysis. In addition it coordinates statistical training in such areas, both within the ABS and to external users.

Examples of consultancy services provided during the year are:

- ☐ For the Defence Housing Authority — assistance with modelling to estimate rent, land and improvement values of properties.
- ☐ For the Australian National Audit Office — sample design for use when auditing the activities of government departments.
- ☐ For the APS Taskforce on Management Improvement — assistance with the conduct of a survey of APS staff and analysis of results.

Statistical services and user liaison

The statistical services and user liaison (SSUL) component primarily provides a flexible and responsive service to meet priority statistical needs of State and Territory governments in addition to those met by the ongoing statistical output of the ABS. The work undertaken by ABS State and Territory offices generally takes the form of statistical consultation (for example, development and conduct of a survey, statistical analysis and modelling of existing ABS data or client data, or provision of an outposted ABS officer within a State or Territory government agency to carry out a specific short-term statistical assignment).

Through the SSUL component, the ABS participates in bodies established by State or Territory governments to coordinate their statistical activities and requirements. The SSUL component also maintains bilateral contact with these government departments and agencies in order to be aware of their needs for statistics, their statistical activities and their use of information from existing collections, and it encourages the adoption of uniform statistical standards and practices.

The SSUL component is closely involved in the development and conduct of annual State-specific ABS household surveys, the topics of which vary from State to State. In some offices the component also undertakes special analyses of ABS data and produces publications, typically using data from ABS household-based surveys and presenting results for sub-State regions.

The SSUL component also coordinates and undertakes visits to major users of statistics, and conducts seminars for a broad range of clients in both the public and private sectors and in tertiary institutions.

Examples of activities and achievements during the year are:

- ☐ Design and/or conduct of surveys for State government departments on such subjects as post-school destinations of students, child and adolescent health and development, comparative educational achievement of Aboriginal students, conservation and energy, and water and the environment.
- ☐ Statistical analyses of various survey data for State governments and other organisations.
- ☐ Preparation and release of State oriented statistical publications on one-off subjects.
- ☐ Conduct of training courses on questionnaire design and sample survey methodologies and techniques for various State agencies, and participation in other State departmental activities aimed at enhancing statistical coordination and practices.

Information Technology Bureau

The Information Technology (IT) Bureau component is responsible for installation and operation of the ABS' central computing equipment, installation and operation of mid-range equipment, installation and support of small-scale technology (including microcomputers), installation and operation of communication networks, development and support of systems software and program products, support of databases, and management of ABS storage media.

The IT Bureau charges its internal clients for the services it provides and funds all of its operations from these charges.

Most of the ABS' statistical processing is carried out on the Bureau's central computing installation (CCI) which consists of a Fujitsu M780 mainframe computer located in the ABS Central Office and linked to each of the State and Territory offices through communication networks. For the first two months of 1992-93 a second Fujitsu mainframe was in use to handle input processing for the 1991 population census. There is an increasing trend towards distributed processing for both statistical and administrative processing, in conjunction with mainframe facilities. This is facilitated by connection of almost all ABS microcomputers to each other and to the CCI through a network based on the Banyan Vines network technology. In addition, the ABS has 11 Fujitsu S series UNIX mid-range computers which are all accessible from across the network. These computers run the ORACLE database management

system and support personnel, library, management information systems, and some statistical systems.

The ABS has adhered to government policy in the area of information technology acquisition throughout 1992-93. All acquisitions of microcomputers, minicomputers and mainframe expansions and software were in accordance with Department of Administrative Services Purchasing Guidelines. Acquisitions were in line with the ABS Information Technology Strategic Plan. Annual procurement plans were provided to all relevant authorities. The ABS continues to be actively involved with the Information Exchange Steering Committee in the development of GOSIP, Open Systems Guidelines and other standards.

Activities and achievements during the year included:

- ☐ Establishment of an Information Technology Security Section.
- ☐ Phase-out of the Special Network Software that was custom built for the ABS in the early 1980s and its replacement with standard network products.
- ☐ Phase-out of the Control Data 180/810 after its workload had been transferred to UNIX and Fujitsu equipment.
- ☐ Upgrade to the Fujitsu mainframe operating system.
- ☐ Major upgrades to the network infrastructure and the relocation of central office network service to the computer room.
- ☐ Implementation of a system to backup microcomputer files to the cartridge store attached to the mainframe.
- ☐ Decentralisation of some support functions to separate groups servicing individual client divisions.

Technology planning and development

The technology planning and development component is responsible for provision of advice on, and support of, information technology planning, and for research and investigation into potential use of technologies. The planning activities relate to large and small-scale computing, voice and data telecommunications and related technologies. The investigation of new technologies is particularly directed to input processing systems and information dissemination facilities.

Activities and achievements during the year included:

- ☐ Introduction of LOTUS Notes as the basis for office computing in the ABS.
- ☐ Development of a draft Corporate Information Technology Strategic Plan.
- ☐ Implementation of new generalised software facilities for data capture and input processing.
- ☐ Development of electronic dissemination facilities.
- ☐ Ongoing development of disaster recovery plans.
- ☐ Capacity planning.

User support

The user support component acquires, develops and supports computerised systems for statistical and management applications and generalised software. In addition it provides support to users of ABS information technology facilities in the form of consultancy and technology training services.

In addition to development and support of particular systems, activities and achievements during the year included:

- ☐ Use of Optical Character Recognition (OCR) technology to process a number of surveys.
- ☐ Development of generalised computer assisted coding software.
- ☐ Provision of training to other statistical agencies.
- ☐ ABS-wide implementation of the Rainbow personnel system.
- ☐ Development of new facilities for the electronic dissemination of ABS data.
- ☐ Development of processing systems operating on UNIX platforms.
- ☐ Development of a corporate output database and data management facilities.
- ☐ Introduction of new technology support groups to improve the level of support for office computing for ABS staff.

4 CORPORATE SERVICES SUB-PROGRAM

OBJECTIVE

To assist managers to achieve Australian Bureau of Statistics statistical goals through the provision of effective corporate management, and of efficient and equitable administration, planning and central support services.

DESCRIPTION

The diversity and cyclical nature of many of the activities involved in undertaking the ABS work program call for a wide range of human skills, office support services and fluctuating staffing and physical accommodation requirements. Staffing comprises an annual base of some 3,400 staff years, supplemented by a number of temporary staff which peaks for a period every five years to about 40,000 during the conduct of a census of population and housing.

The corporate services sub-program directly supports the ABS program by providing:

- ☐ Executive leadership.
- ☐ A corporate strategy for the implementation of the ABS work program.
- ☐ Personnel services, including salaries payment and conditions of service, recruitment, industrial relations, security, staff development and training.
- ☐ Financial control and accounting services including budgeting allocations and monitoring resource usage.
- ☐ General office services including accommodation, internal consultancy, and internal audit.

OUTPUTS

The sub-program provides the organisational infrastructure, management and planning systems, staff and facilities necessary to undertake both the day-to-day operations and longer term strategic planning for the ABS program including personnel policies designed to attract, develop and retain high quality staff. It is required to anticipate demand for services and supplies, provide control mechanisms to monitor resources according to component and sub-component allocations and priorities, advise management on trends and developments in the availability and usage of resources, and provide advice and assistance to managers in monitoring and improving the efficiency and effectiveness of specific areas of operation within the ABS.

The corporate services sub-program works in close contact with the central agencies (that is, the Public Service Commission, the Department of Industrial Relations, the Department of Finance, the Department

of the Arts and Administrative Services and the Australian National Audit Office) in providing the necessary support to the ABS program.

PERFORMANCE

The performance of the corporate services sub-program is shown below in terms of the following indicators:

- Cost of the corporate services sub-program.
- Staff development.

Cost of the corporate services sub-program

COST OF CORPORATE SERVICES SUB-PROGRAM AT CURRENT AND CONSTANT PRICES

	1990-91	1991-92		1992-93
		(a)	(b)	
Total cost (\$'000)				
Current prices	64,440	66,349	36,616	33,447
Constant prices(c)	61,430	62,008	34,221	30,713
Cost per ABS operative staff year(d) (\$)				
Current prices	18,998	20,378	11,246	10,102
Constant prices(c)	18,111	19,045	10,510	9,276
Cost as a proportion of ABS expenditure (%)				
Including Population Census Data				
Processing Centre	32.5	26.0	14.5	15.7
Excluding Population Census Data				
Processing Centre	34.6	34.5	19.1	16.2

(a) 1991-92 expenditure presented on the same basis as previous years' expenditure to provide comparability for these two years. (b) 1991-92 expenditure reported on same basis as 1992-93, reflecting a more accurate cost attribution of major administrative and property operating expenses across the two sub-programs. (c) 1989-90 prices, derived by applying the implicit price deflator for Commonwealth government consumption expenditure (excluding Defence). (d) Excludes 98 inoperative staff in 1990-91, 83 in 1991-92 and 78 in 1992-93. Also excludes 682 Population Census Data Processing Centre staff in 1991-92 and 139 in 1992-93.

Staff development

PROPORTION OF TOTAL STAFF YEARS(a) SPENT ON
STAFF DEVELOPMENT ACTIVITIES(b)
(per cent)

	1989-90	1990-91	1991-92
Trainees	4.5	4.7	4.9
Trainers	1.6	1.6	1.6
Total	6.1	6.3	6.5

(a) Excludes Population Census Data Processing Centre staff. (b) Excludes 'on-the-job' training.

REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of the corporate services sub-program during 1992-93 (except the Divisional administrative support component).

Executive

The top structure and senior staff of the ABS are shown in appendix 2 and details of the composition of the ABS Senior Executive Service (SES) are shown in appendix 3.

At 30 June 1993 there were 31 substantive officers in the SES and 3 officers acting in SES positions. During the year 8 officers changed substantive positions and 2 were promoted into the SES.

During 1992-93, ABS SES officers participated in staff development activities as detailed below:

<i>Type of activity</i>	<i>Number attended</i>
Australian Government Executive Program	1
Senior Executive Service Orientation Program	4
Miscellaneous course, seminars and conferences	93
Total attendances	98

Personnel management The personnel management component is responsible for the operational aspects of personnel management, human resource development and the development and implementation of personnel policies and practices (including policies and practices for occupational health and safety, industrial democracy and equal employment opportunity) and physical and personnel security. It also has responsibility for job design, classification standards and industrial relations. Broadly, the role of the personnel management component is to assist ABS managers and staff at all levels by providing a working environment (as distinct from a physical environment) which will maximise the opportunity for individuals and work groups to make their best contribution to corporate objectives.

Personnel administration

The introduction of the first phase of the RAINBOW personnel system, which computerised many aspects of personnel administration work, was completed during 1992-93. RAINBOW is now operational in all ABS offices.

Agency bargaining

The Agreement, *Improving Productivity, Jobs and Pay in the Australian Public Service 1992-1994*, which was certified by the Australian Industrial Relations Commission in December 1992, provided for service-wide pay increases totalling 4.9 per cent to be introduced in three instalments over the life of the Agreement.

The first instalment (2%) was based on service-wide productivity measures including more flexible provisions for the operation of permanent part-time work, increased use of Joint Selection Committees, reducing the incidence of absenteeism, streamlining of inefficiency procedures, introduction of Competency Based Training, enhancements to redeployment procedures and award rationalisation.

The ABS will only receive partial supplementation to cover the cost of this pay increase and is actively working to maximise productivity improvements flowing from the service-wide initiatives.

The remaining instalments are 'economic' adjustments for which the ABS will be fully supplemented.

The Agreement also opened the way for negotiation of agency-level agreements which provide pay and conditions benefits to staff over and above those contained in the service-wide Agreement.

Agency-agreements must be funded by improvements in productivity and efficiency.

During the year the ABS commenced negotiations with the Public Sector Union on development of an ABS-specific Agreement.

Consultation with unions

The formal mechanisms for consultation with unions continue to provide the platform for discussion and, where necessary, resolution of industrial issues. Information on the formal consultative mechanisms is given in appendix 6.

During 1992-93 active dialogue continued within the established forums on a wide range of issues.

One industrial issue involving Population Survey Operations contract staff is currently before the Australian Industrial Relations Commission.

Performance appraisal and performance-based pay

During the year the ABS introduced a compulsory Performance Management Program for all Senior Officers and equivalent staff. A similar program was introduced for all Senior Executive Service Officers in 1990.

The principal objectives of these programs are to:

- Improve performance against corporate goals, thereby improving organisational productivity.
- Improve officers' understanding of their work responsibilities and the performance standard expected of them.
- Ensure that individual officers know how their performance against these standards is perceived.
- Improve communications between managers and their staff.
- Provide opportunities for individual officers to identify their training and development needs and to devise, with their managers, plans to address those needs.
- Contribute to assessments for the purposes of incremental advancement.
- Provide a basis for the award of performance pay.
- Assist with the management of unsatisfactory performance.

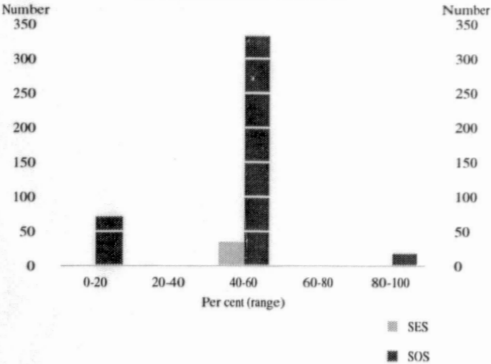
An evaluation will be undertaken in 1993-94, in consultation with the Public Sector Union, to determine how well these objectives are being met.

The Agreement *Improving Productivity, Jobs and Pay in the Australian Public Service 1992-1994* provided for the introduction during the reporting period of performance based pay for officers in the Senior Executive Service and the Senior Officer Structure.

The initial round of performance payments was made to Senior Officers during the year. The initial payments to Senior Executives will be made early in 1993-94.

Details of the distribution of performance pay are shown below.

NUMBER OF SES AND SOS OFFICERS ELIGIBLE FOR PERFORMANCE PAY
BY PERCENTAGE OF MAXIMUM PERMISSIBLE
PERFORMANCE PAY RECEIVED



**PERFORMANCE PAY: NUMBER OF ELIGIBLE SES AND SOS OFFICERS AND TOTAL
AMOUNT PAID, 1992-93**

<i>Group</i>	<i>Eligible Officers (no.)</i>	<i>Amount paid (\$)</i>
SES	35	160,000
SOGA (and equivalent)	20	86,405
SOGB (and equivalent)	107	449,595
SOGC (and equivalent)	295	449,445
Total	457	1,145,445

Recruitment

The personnel management component coordinates ABS recruitment campaigns for graduates. Ninety-seven graduates took up specially designed positions during 1992-93, including some ABS officers who were already employed in other categories of positions — 25 for work on economic statistics, 32 for work on population, social and labour statistics, 13 for work in mathematical statistics services and 19 in the information technology areas. Eight cadets, who were recruited to complete honours years in economics or statistics, complete the total.

Thirty-six Administrative Officers Class 1 were appointed.

Personnel development

Implementation and evaluation of ABS-wide strategies for personnel development continue as a high priority — *see* the report in appendix 4.

Equal employment opportunity

Implementation of the ABS equal employment opportunity program for 1991-94 continued during the year — *see* the report in appendix 5.

Industrial democracy

Implementation of the ABS industrial democracy plan for 1991-93 continued during the year — *see* the report in appendix 6.

Occupational health and safety

A full report on activities to promote occupational health and safety is given in appendix 7.

Security

In 1992-93 the Central Office Data Key Security (DKS) system was enhanced to provide an integrated data key and identity card issue facility. New identity cards incorporating personal barcoded computer user identification started to be introduced in 1993. DKS programming, data key and ID card issue are actioned through one integrated database.

A draft policy on personnel security was submitted to the ABS Protective Security Management Committee for approval. A disaster recovery analysis and report on preventative measures was also prepared and is under consideration.

Technology training

In 1992-93 the activities of this component, which is responsible for technical training in computing technology for specialist personnel in the Computer Services Division, were undertaken in the personnel development area of the personnel management component, and are included in the report in appendix 4.

Resource management

The resource management component consists of two sub-components — corporate planning and information, and financial management.

Corporate planning and information

The corporate planning and information sub-component has responsibility for the ABS budgetary planning system, for implementation of the ABS corporate plan, for human resource planning, and for the coordination of information systems supporting resource management functions, including the development and implementation of a corporate management information system.

Financial management

The financial management sub-component administers accounts and travel, manages the ABS property portfolio, and coordinates the preparation of financial budgets and negotiates with central agencies on finance and resource matters. It provides advice and guidance to ABS managers on estimating resource requirements, makes recommendations on the allocation of resources and monitors expenditure. The sub-component is also responsible for the provision of management information relating to salaries, administrative expenses, related information technology usage and property operating expenses.

Activities and achievements of both sub-components during the year included:

- ☐ Progress on improved internal budget processes.
- ☐ Progress towards development of a human resource plan for the ABS.
- ☐ Establishment of a working group and a steering committee to oversee developments in management information systems.
- ☐ Implementation of a new integrated financial management system, and upgraded accounting policies and procedures.
- ☐ Commenced modification of the integrated financial management system to report on an accrual basis.
- ☐ Training of staff to operate the financial management system and in accrual accounting principles.
- ☐ Commenced review of the work of the finance area to take into account work value changes resulting from staff having direct access to reports from the integrated financial management system.
- ☐ The Australian Statistician's financial instructions were redrafted in accordance with new Finance Directions.
- ☐ The ABS strategic property review was successfully completed.

Office support

The office support component provides for the following groups of functions.

- Purchasing and stores. Functions include development and maintenance of ABS purchasing policies and procedures; exercising of purchasing delegations consistent with requirements of Audit Act, Finance Regulations and Directions and Commonwealth Procurement Guidelines; purchase, storage and issue of common-use office stores; obtaining commercial printing services; and management of Australian Government Corporate Credit Card operations.
- Fleet management. Functions include development and maintenance of ABS policies for the use of Z-plated and SES private plated vehicles; hire or leasing of appropriate vehicles; day to day management of courier vehicles; and fleet efficiency and associated energy conservation and environmental issues.
- Registry, mailroom, and archives services. Functions include the provision of registry and

internal document distribution services; management of incoming and outgoing mail, parcel and freight services; courier services; central photocopying services; and the archiving or disposal of ABS holdings in keeping with records disposal authorities negotiated with Australian Archives.

- Assets management. Functions include development and maintenance of ABS policies and procedures for the management and disposal of assets; accountability for ABS assets other than information technology; and annual stocktakes of assets.
- Property management and office maintenance services. Functions include management of budgets allocated for property operating expenses; monitoring building lease and service level agreements; payment of monthly accounts for outgoings (for example, rent, electricity, cleaning, security services, repairs and maintenance); and energy management and conservation.
- Accommodation services. Functions include maintenance of accommodation and office environment standards; purchase, issue and maintenance of furniture and fittings; and management of accommodation moves in response to changes in ABS work program.

Activities and achievements during the year included:

- ☐ Transfer of all purchasing, stores and asset management systems to the new financial management system, involving the retraining of all officers undertaking these tasks in the use of a larger and more complex computer-based system. (Details of instances of failure to gazette purchasing information are contained in appendix 11.)
- ☐ A lighting quality review in the Tasmanian Office resulted in installation of new diffusers by the building owner to achieve compliance with screen-based equipment environmental standards. Successful negotiations led to new internal perimeter lighting being installed by the building owner throughout Central Office.
- ☐ Australian Statistician's Instructions were written for the Use of ABS Vehicles, and for Control of ABS Expenditure on Hospitality.
- ☐ Refurbishment program for Central Office continued. 4,500 square metres of office accommodation were refurbished affecting 370 staff.

- ❑ The Northern Territory Office was fully refurbished.
- ❑ Central Office emergency evacuation procedures were reviewed and strengthened. Twenty-five officers were trained as wardens for supervising emergency evacuations. Trial evacuations were carried out covering all Central Office staff.
- ❑ Australian Government Credit Card (AGCC) procedures were reviewed in Central Office and a program of compliance checks carried out in accordance with Finance Directions. An ongoing program of training courses was maintained in purchasing skills and the use of the AGCC for ABS officers involved in this work.
- ❑ A new Records Disposal Authority was negotiated with Australian Archives for the archiving and disposal of ABS statistical subject matter files and collection forms. A major archiving project was commenced in Central Office to identify long-term holdings to be moved to Australian Archives.
- ❑ A training program in general office skills, client service and PC awareness was established in Central Office for Office Support staff classified from GSO3 to ASO3. A total of 14 staff attended the courses in 1992-93.

Environmental matters

- ❑ Energy conservation audits were conducted in Central Office and the Western Australian and Tasmanian Offices by qualified consultants in accordance with the Commonwealth's Enterprise Energy Audit Program. A principal aim was to identify cost effective modifications to plant, controls and operation to reduce energy consumption and consequential carbon dioxide emissions associated with electricity generation. Funding implications for each audit's recommendations were being assessed with a view to their implementation during 1993-94. The report for Central Office concluded that if all savings could be achieved annual electricity consumption would be reduced by 19 per cent.
- ❑ Recycled paper represented 25 per cent of all plain and headed paper supplied for use in Central Office. Assurances were obtained from manufacturers of laser printers and large-volume photocopiers stating recycled paper would not affect their machines or service warranties. Recycled paper will be increasingly used on these machines in 1993-94 as existing stocks of virgin paper are depleted. By December 1993 the supply of such paper in the ABS will fully comply with the Prime Minister's Statement on the

Environment (December 1992) which committed Commonwealth departments and agencies to the use of recycled and other environmentally preferred paper products in accordance with guidelines issued by Australian Archives. ABS offices in Queensland, Western Australia and South Australia have already achieved a level of 50 per cent or better in substituting recycled paper for virgin paper.

- Underslab insulation was completed for extensive portions of Central Office which overhang open space, which is expected to further reduce Central Office energy (heating) requirements.
- All Halon fire extinguishers will be withdrawn from use and deposited with Department of The Arts and Administrative Services' Halon Bank by October 1993, ahead of the Government's deadline of December 1995.
- The Western Australian Office recycling scheme was launched in March 1993. The office is now recycling in excess of one tonne of non-confidential paper and cardboard per month. In addition, facilities are available for the collection of aluminium cans and glass bottles. The scheme was initiated and is maintained by a volunteer committee.

Secretariat

The secretariat sub-component provides ABS management with a range of services including ministerial and parliamentary liaison; secretariat support for high level internal and external meetings and conferences; advice on all aspects of statistical legislation and administrative law; and coordination of the Bureau's relations with international organisations and official statistical agencies in foreign countries, including the provision of assistance to developing countries.

The legislation service includes the development of proposals for new and revised statistical legislation including regulations and ministerial determinations, advice on and monitoring of statistical release practices to ensure that they comply with all relevant legislative provisions, the administration within the ABS of the *Freedom of Information (FOI) Act 1982* (see appendix 17 for further information), the *Privacy Act 1988* and other administrative laws which impact on the ABS. In addition, this component coordinates legal action, in the small number of cases where it is considered necessary, in order to obtain completed forms from persons and businesses included in ABS statistical collections.

Most information collected by the ABS is collected 'by request', and the ABS makes every effort to obtain the willing cooperation of the persons and businesses in its collections. Only extremely rarely has the ABS used the provisions of sub-sections 10(4) and 11(2) of the *Census and Statistics Act 1905* to direct a person or business to comply and, in default, initiated prosecution action under section 14 of the *Census and Statistics Act 1905*.

The number of notices of direction issued and the number of prosecution actions approved in recent years are given in the following table.

NOTICES OF DIRECTION ISSUED AND PROSECUTION ACTIONS APPROVED
(number)

Type of statistical collection	1988-89	1989-90	1990-91	1991-92	1992-93
Notices of Direction issued					
Population census	860	..
Household surveys	6	..	2	1	..
Business censuses and surveys	37	24	12	6	15
Total	43	24	14	867	15
Prosecution actions approved(a)					
Population census	r192	..
Household surveys
Business censuses and surveys	9	8	..	2	4
Total	9	8	..	r194	4

(a) Approved by the Australian Statistician for referral to the relevant office of the Director of Public Prosecutions or the Australian Government Solicitor. Each prosecution action is counted under the year in which the corresponding notice of direction was issued. Not every prosecution action approved proceeds to court (for example, because of subsequent receipt of additional evidence, or unavailability of sufficient information to serve a summons).

The ABS has continued to provide technical assistance to official statistical agencies in developing countries in the Asia-Pacific region, through visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia by staff of official statistical agencies of countries in the region for study tours and training. This assistance is often at the request of, and supported by, international agencies such as the International Monetary Fund, the United Nations Population Fund and the Asian Development Bank. During 1992-93 assistance was provided to China, Federated States of Micronesia, Kiribati, Malaysia, Mauritius, Papua New Guinea, Thailand, Tuvalu and Vietnam. In addition, assistance was provided to Hungary, Kenya and Poland and a lecturer was provided for a training course organised by the South Pacific Commission for staff of official statistical agencies in the region. In association with the International Monetary Fund, the ABS was also

involved in the conduct of a Balance of Payments Methodology Course in Canberra which involved participants from countries in the region.

Internal audit

The activities of the internal audit component are governed by the ABS Internal Audit Charter issued by the Australian Statistician in July 1989. The Charter provides for the component to:

- Act as specialist adviser to management by providing information and opinions upon the adequacy of controls and procedures within the Bureau.
- Develop and perform the internal audit functions in accordance with generally accepted standards.
- Undertake an annual audit program of reviews as approved by the Audit Committee chaired by the Deputy Australian Statistician.

To ensure that the scope and coverage of audit activities was relevant and appropriate, a firm of external auditors was engaged during 1992-93 to review internal audit activities, and to provide the Audit Committee with an independent appraisal of the Bureau's auditable areas. The review's outcome was both an operational Audit Plan for 1993 and a Strategic Audit Plan for the three years 1993 to 1995.

During the year considerable audit attention was given to new financial and personnel management systems becoming operational. An extensive array of audits was undertaken covering State offices, library, security and training functions, as well as routine compliance audits related to the financial and administrative operations of the Bureau. The Audit Committee also approved the engagement of specialist EDP auditors to review major information technology operations during 1993-94.

APPENDIXES

ABS PROGRAM STRUCTURE

Appendix 1

1992-93

<i>Program</i>	<i>Sub-programs</i>	<i>Components</i>
Australian Bureau of Statistics	Statistical operations	Information services Publishing Electronic dissemination Marketing and public relations National accounts International accounts Foreign trade Prices Financial accounts Public sector accounts Agriculture Mining Energy Manufacturing Distribution industries Construction Transport Tourism Service industries and small business Economy wide statistics Business surveys Science and technology Environment Integration and classification Business register Economic statistics systems Population census Demography Health and welfare Labour Social, analysis and standards Population surveys Data management Econometric and time series analyses Mathematical statistics

... continued

1992-93 — continued

<i>Program</i>	<i>Sub-programs</i>	<i>Components</i>
		Statistical services and user liaison
		Information Technology Bureau
		Technology planning and development
		User support
		Economic Accounts Division support
		Industry Division support
		Social and Labour Division support
		Statistical and Information Services Division support
		Computer Services Division support
	Corporate services	Executive
		Personnel management
		Technology training
		Resource management
		Office support
		Secretariat
		Internal audit
		Coordination and Management Division support

**ABS TOP STRUCTURE, STAFF AND PROGRAM
COMPONENT RESPONSIBILITIES,
AT 30 JUNE 1993**

Appendix 2

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
Australian Statistician <i>Ian Castles, AO, OBE</i>	Executive
Deputy Australian Statistician <i>Richard Madden</i>	
CENTRAL OFFICE DIVISIONS	
Economic Accounts Division <i>Rob Edwards</i>	Economic Accounts Division support
National Accounts Branch <i>Paul McCarthy</i>	National accounts
International Accounts and Trade Branch <i>Barbara Dunlop</i>	International accounts Foreign trade
Public and Private Finance Branch <i>Don Efford</i>	Financial accounts Public sector accounts
Industry Division <i>George Sarossy</i>	Industry Division support
Distribution and Service Industries and Economic Indicators Branch <i>Russell Rogers</i>	Distribution industries Service industries and small business Business surveys Science and technology
Production, Transport and Tourism Branch <i>Alan Mackay</i>	Agriculture Mining Energy Manufacturing Construction Transport Tourism
Business Register, Classification and Industry Census Branch <i>John Struik</i>	Economy wide statistics Integration and classification Business register Economic statistics systems
Senior Advisor <i>Max Booth</i>	Environment (and special projects)

... continued

**ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT
RESPONSIBILITIES, AT 30 JUNE 1993 — *continued***

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
CENTRAL OFFICE DIVISIONS — <i>continued</i>	
Social and Labour Division <i>Sue Linacre (Acting)</i>	Social and Labour Division support
Social, Analysis and Standards Branch <i>Keith Blackburn</i>	Social, analysis and standards
Social and Demography Branch <i>Geoff Sims</i>	Demography Health and welfare
Labour Branch <i>Robin Green</i>	Labour
Population Census Branch <i>Siu-Ming Tam (Acting)</i>	Population census
Population Surveys Branch <i>Glen Corring</i>	Population surveys
Senior Advisor <i>Mike Giles</i>	
Statistical and Information Services Division <i>John Cornish</i>	Statistical and Information Services Division support
Statistical Services Branch <i>Geoff Lee (Acting)</i>	Econometric and time series analyses Mathematical statistics
Information Services Branch <i>Judith Miller (Acting)</i>	Information services Publishing Electronic dissemination Marketing and public relations
Data Management Branch <i>Warren Richter</i>	Data management
Computer Services Division <i>Brian Pink</i>	Computer Services Division support
Technology Support Branch <i>Paul Pentony</i>	Information Technology Bureau Technology planning and development
Technology Application Branch <i>Jonathan Palmer</i>	User support
Technology Research <i>Bryan Fitzpatrick</i>	

... *continued*

**ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT
RESPONSIBILITIES, AT 30 JUNE 1993 — continued**

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
CENTRAL OFFICE DIVISIONS — continued	
Coordination and Management Division <i>Fred von Reibnitz</i>	Coordination and Management Division support Secretariat Internal Audit
Personnel Management Branch <i>John Dent</i>	Personnel management Technology training
Resources Management Branch <i>Henri Kriegel</i>	Resource management (part) Office support
Financial Systems Development Project <i>Ivan King</i>	Resource management (part)
STATE AND TERRITORY OFFICES	
New South Wales <i>Denis Farrell</i>	Statistical services and user liaison (New South Wales)
Victoria <i>Stuart Jackson</i>	Statistical services and user liaison (Victoria)
Queensland <i>Dick Crockett</i>	Statistical services and user liaison (Queensland)
Western Australia <i>Peter Kelly</i>	Statistical services and user liaison (Western Australia)
South Australia <i>Peter Gardner</i>	Statistical services and user liaison (South Australia)
Tasmania <i>Bill McReynolds</i>	Statistical services and user liaison (Tasmania)
Northern Territory <i>Bob Harrison</i>	Statistical services and user liaison (Northern Territory)
Australian Capital Territory(a) <i>Dalma Jacobs</i>	Statistical services and user liaison (Australian Capital Territory)

(a) The ABS does not have a separate Australian Capital Territory office as such; the Statistician, Australian Capital Territory, is based in the Australian Capital Territory Treasury and is, organisationally, attached to the ABS Central Office.

TABLE 3.1 ABS STAFF RESOURCES EMPLOYED UNDER THE PUBLIC SERVICE
ACT 1922 BY PROGRAM ELEMENT AND LOCATION
(average staff levels (a))

Program element	1992-93											
	1990	1991										DPC (b) Total
	-91	-92	Total	Total	ACT	NSW	Vic.	QLD	SA	WA	Tas.	NT
STATISTICAL OPERATIONS(c)												
Information services	161	157	63	23	26	19	12	10	6	3	..	162
Publishing	57	52	20	6	6	7	6	5	3	53
Electronic dissemination	19	25	20	4	24
Marketing and public relations	27	32	14	10	6	4	3	2	1	1	..	40
National accounts	49	52	51	51
International accounts	72	67	64	1	65
Foreign trade	63	59	51	51
Prices(d)	124	122	50	15	16	7	7	7	5	3	..	110
Financial accounts	32	34	32	32
Public Sector accounts	77	79	35	9	9	6	5	8	4	1	..	77
Agriculture(d)	139	133	22	20	24	18	10	10	15	120
Mining	13	12	10	10
Energy	1	1	1	1
Manufacturing	111	100	5	34	36	..	1	76
Distribution industries(d)	61	63	22	11	112	6	5	14	3	1	..	174
Construction	92	78	19	14	17	8	7	6	4	3	..	78
Transport	38	55	24	2	2	6	2	2	2	40
Tourism	26	26	1	22	23
Service industries and small business(d)	4	9	10	18	28
Economy wide statistics(d)	17	21	21	21
Business surveys	61	58	33	6	9	4	2	1	1	1	..	57
Science and technology	10	13	11	2	1	13
Environment(d)	..	5	5	5
Integration and classification	37	40	34	1	..	1	36
Business register	180	163	27	37	43	15	13	10	3	1	..	149
Economic statistics systems(d)	38	31	17	7	10	1	35
Populations census	144	776	64	4	5	3	3	2	3	1	139	223
Demography	70	69	25	7	10	8	4	3	3	2	..	62
Health and welfare(d)	68	78	44	4	6	20	2	2	4	3	..	85
Labour	221	202	106	18	22	9	10	39	4	2	..	210
Social, analysis and standards(d)	104	112	64	13	15	11	9	11	2	125
Population surveys	202	200	49	30	32	30	22	20	11	5	..	199
Data management	7	7
Econometric and time series analysis	15	17	20	20
Mathematical statistics	46	50	51	2	2	54
Statistical services and user liaison	100	108	1	21	17	13	12	10	8	3	..	85
Information Technology Bureau(d)	181	177	116	10	12	11	8	9	9	1	..	176
Technology planning and development	21	20	17	17
User support(d)	227	231	148	10	12	7	11	13	17	218

For footnotes see end of table.

**TABLE 3.1 ABS STAFF RESOURCES EMPLOYED UNDER THE PUBLIC SERVICE
ACT 1922 BY PROGRAM ELEMENT AND LOCATION — *continued*
(average staff levels (a))**

Program element	1992-93											
	1990	1991										
	-91	-92	ACT	NSW	Vic.	QLD	SA	WA	Tas.	NT	DPC (b)	Total
Economic Accounts Division												
Support	4	4	4	4
Industry Division Support	28	34	9	5	6	4	3	4	2	2	..	36
Social and Labour Division												
Support	9	10	9	9
Statistical and Information												
Division Support	7	6	8	8
Computer Services Division												
Support	4	4	5	5
Total	2,960	3,585	1,400	454	339	244	167	189	110	32	139	3,074
CORPORATE SERVICES(c)												
Executive	60	62	33	4	6	4	4	4	4	3	..	63
Personnel management(d)	188	201	108	21	19	15	12	27	8	4	..	213
Technology training	17	13	15	15
Resource management(d)	44	50	34	5	2	1	1	1	..	44
Office support(d)	105	100	41	14	12	11	9	11	4	2	..	103
Secretariat(d)	6	8	11	11
Internal audit(d)	5	6	5	5
Coordination and												
Management Division												
Support	6	7	6	6
Total	431	447	252	44	39	31	26	42	16	10	..	460
Paid inoperative staff(e)	98	83	40	7	9	6	3	9	3	1	..	78
Total staff	3,489	4,115	1,692	505	387	281	196	240	129	43	139	3,612

(a) Comprises full-time staff and part-time staff at their full-time equivalent. Excludes unpaid inoperative staff. Where officers undertake duties within more than one component, they have been classified to that component which occupies most of their time. (b) 1991 Population Census Data Processing Centre located in Sydney. (c) Excluding paid inoperative staff. (d) Figures for these components in 1990-91 and 1991-92 have been revised to reflect the structure of the program in 1992-93. (e) Includes staff on periods of leave for twelve weeks or longer, for example, staff on long service leave, extended sick leave etc. All usage reflects 1992-93 program structure for meaningful comparison.

Note. Any differences between totals and sums of components are due to rounding.

**TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY
LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE(a)**
(number)

<i>Year and classification</i>	<i>ACT</i>	<i>NSW</i>	<i>Vic.</i>	<i>Qld</i>	<i>SA</i>	<i>WA</i>	<i>Tas.</i>	<i>NT DPC(b)</i>	<i>Total</i>
MEN									
1991									
Total staff	1,051	243	211	139	128	134	90	26	28 2,050
1992									
Total staff	993	223	202	136	120	142	85	22 393	2,316
1993									
Paid operative & inoperative staff(c)									
Australian Statistician	1	—	—	—	—	—	—	—	1
Senior Executive Service	29	1	1	1	1	1	—	—	34
Senior Officer									
Grade A	13	1	1	—	—	—	—	1	16
Grade B	55	1	2	5	4	3	—	—	70
Grade C	130	13	11	9	9	7	3	3	185
Administrative Service									
Officer(d)									
Class 6	224	26	28	24	11	15	14	3	345
Class 5	120	36	36	24	28	26	19	2	291
Class 4	99	45	33	21	27	26	11	7	269
Class 3	53	43	45	28	20	15	16	3	223
Class 2	53	38	21	12	9	11	8	1	153
Class 1	15	5	2	1	1	11	2	—	37
Senior Information									
Technology Officer									
Grade A	8	—	—	—	—	—	—	—	8
Grade B	25	1	1	—	1	—	1	—	29
Grade C	44	1	2	2	1	3	2	1	56
Information Technology									
Officer									
Class 2	78	6	4	5	4	4	10	—	111
Class 1	41	3	3	1	2	4	5	—	59
Senior Professional Officer	2	—	—	—	—	—	—	—	2
Professional Officer	1	—	—	—	—	1	—	—	2
General Service Officer	9	2	1	—	—	—	—	—	12
Other classifications	12	3	—	1	—	1	—	—	17
Total paid operative & inoperative staff	1,012	225	191	134	118	128	91	21	1,920
Unpaid inoperative staff	26	3	2	4	3	4	—	—	42
Total staff	1,038	228	193	138	121	132	91	21	1,962
WOMEN									
1991									
Total staff	827	238	190	189	87	125	59	29 13	1,757
1992									
Total staff	788	206	193	173	83	138	60	24 305	1,970
1993									
Paid operative & inoperative staff(c)									
Australian Statistician	—	—	—	—	—	—	—	—	—
Senior Executive Service	4	—	—	—	—	—	—	—	4
Senior Officer									
Grade A	1	—	—	—	—	—	—	—	1
Grade B	11	1	2	—	—	1	—	—	15
Grade C	67	2	5	—	—	2	1	—	77

For footnotes see end of table.

**TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY
LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE(a) — *continued***
(number)

<i>Year and classification</i>	<i>ACT</i>	<i>NSW</i>	<i>Vic.</i>	<i>Qld</i>	<i>SA</i>	<i>WA</i>	<i>Tas.</i>	<i>NT DPC(b)</i>	<i>Total</i>
<i>WOMEN — continued</i>									
Administrative Service Officer(d)									
Class 6	104	10	12	6	4	4	2	2	144
Class 5	132	26	21	18	10	12	2	3	224
Class 4	128	38	48	17	10	33	10	3	287
Class 3	107	66	45	33	22	29	12	8	322
Class 2	103	64	27	39	26	23	6	5	293
Class 1	32	6	12	20	7	36	14	—	127
Senior Information Technology Officer									
Grade A	3	—	—	—	—	—	—	—	3
Grade B	3	—	—	—	—	—	—	—	3
Grade C	14	1	—	—	—	—	2	—	17
Information Technology Officer									
Class 2	27	—	1	—	—	—	—	—	28
Class 1	8	—	1	1	2	1	—	—	13
Senior Professional Officer	2	—	—	—	—	—	—	—	2
Professional Officer	3	2	1	2	1	1	—	—	10
General Service Officer	—	—	—	1	—	—	—	—	1
Other classifications	6	—	—	1	—	3	—	—	10
<i>Total paid operative & inoperative staff</i>	<i>755</i>	<i>216</i>	<i>175</i>	<i>138</i>	<i>82</i>	<i>145</i>	<i>49</i>	<i>21</i>	<i>1,581</i>
Unpaid inoperative staff	45	6	10	7	4	3	3	5	83
Total staff	800	222	185	145	86	148	52	26	1,664
TOTAL									
1991									
Total staff	1,878	481	401	328	215	259	149	55	41 3,807
1992									
Total staff	1,781	429	395	309	203	280	145	46 698	4,286
1993									
Paid operative & inoperative staff(c)									
Australian Statistician	1	—	—	—	—	—	—	—	1
Senior Executive Service Officer	33	1	1	1	1	1	—	—	38
Grade A	14	1	1	—	—	—	—	1	17
Grade B	66	2	4	5	4	4	—	—	85
Grade C	197	15	16	9	9	9	4	3	262
Administrative Service Officer(d)									
Class 6	328	36	40	30	15	19	16	5	489
Class 5	252	62	57	42	38	38	21	5	515
Class 4	227	83	81	38	37	59	21	10	556
Class 3	160	109	90	61	42	44	28	11	545
Class 2	156	102	48	51	35	34	14	6	446
Class 1	47	11	14	21	8	47	16	—	164
Senior Information Technology Officer									
Grade A	11	—	—	—	—	—	—	—	11
Grade B	28	1	1	—	1	—	1	—	32
Grade C	58	2	2	2	1	3	4	1	73

For footnotes see end of table.

TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE(a) — continued
(number)

Year and classification	ACT	NSW	Vic.	Qld	SA	WA	Tas.	NT DPC(b)	Total
TOTAL — continued									
Information Technology Officer									
Class 2	105	6	5	5	4	4	10	—	139
Class 1	49	3	4	2	4	5	5	—	72
Senior Professional Officer	4	—	—	—	—	—	—	—	4
Professional Officer	4	2	1	2	1	2	—	—	12
General Service Officer	9	2	1	1	—	—	—	—	13
Other classifications	18	3	—	2	—	4	—	—	27
Total paid operative & inoperative staff	1,767	441	366	272	200	273	140	42	3,501
Unpaid inoperative staff	71	9	12	11	7	7	3	5	125
Total staff	1,838	450	378	283	207	280	143	47	3,626

(a) Includes the Australian Statistician, who is a statutory office holder appointed under the *Australian Bureau of Statistics Act 1975*. Excludes unpaid operative staff (for example, staff on leave without pay for periods of less than 12 weeks). Also excludes casual staff employed for short periods for population surveys. (b) 1991 Population Census Data Processing Centre located in Sydney. (c) Being paid at the classification shown at 30 June 1993. (d) Includes Research Officer classifications with same maximum salaries.

TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE(a)
(number)

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
FULL-TIME EMPLOYEES									
1991									
Total staff	1,965	1,534	3,499	59	95	154	2,024	1,629	3,653
1992									
Total staff	1,922	1,478	3,400	376	358	734	2,298	1,836	4,134
1993									
Paid operative & inoperative staff(b)									
Australian Statistician	1	—	1	—	—	—	1	—	1
Senior Executive Service Officer	34	4	38	—	—	—	34	4	38
Grade A	16	1	17	—	—	—	16	1	17
Grade B	70	15	85	—	—	—	70	15	85
Grade C	185	74	259	—	—	—	185	74	259
Administrative Service Officer(c)									
Class 6	342	130	472	1	1	2	343	131	474
Class 5	289	210	499	—	2	2	289	212	501
Class 4	265	267	532	—	—	—	265	267	532
Class 3	221	302	523	—	—	—	221	302	523
Class 2	143	239	382	10	27	37	153	266	419
Class 1	21	42	63	15	55	70	36	97	133

For footnotes see end of table.

**TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY
EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE(a) — *continued***
(number)

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
FULL-TIME EMPLOYEES — <i>continued</i>									
Senior Information Technology Officer									
Grade A	8	2	10	—	—	—	8	2	10
Grade B	29	1	30	—	—	—	29	1	30
Grade C	56	11	67	—	—	—	56	11	67
Information Technology Officer									
Class 2	105	19	124	—	—	—	105	19	124
Class 1	58	13	71	—	—	—	58	13	71
Senior Professional Officer	2	2	4	—	—	—	2	2	4
Professional Officer	2	9	11	—	—	—	2	9	11
General Service Officer	8	1	9	4	—	4	12	1	13
Other classifications	10	5	15	7	5	12	17	10	27
Total paid operative & inoperative staff	1,865	1,347	3,212	37	90	127	1,902	1,437	3,339
Unpaid inoperative staff	42	68	110	—	—	—	42	68	110
Total staff	1,907	1,415	3,322	37	90	127	1,944	1,505	3,449
PART-TIME EMPLOYEES									
1991									
Total staff	22	109	131	4	19	23	26	128	154
1992									
Total staff	16	123	139	2	11	13	18	134	152
1993									
Paid operative & inoperative staff(b)									
Australian Statistician	—	—	—	—	—	—	—	—	—
Senior Executive Service	—	—	—	—	—	—	—	—	—
Senior Officer									
Grade A	—	—	—	—	—	—	—	—	—
Grade B	—	—	—	—	—	—	—	—	—
Grade C	—	3	3	—	—	—	—	3	3
Administrative Service Officer(c)									
Class 6	2	13	15	—	—	—	2	13	15
Class 5	1	12	13	1	—	1	2	12	14
Class 4	4	20	24	—	—	—	4	20	24
Class 3	1	20	21	1	—	1	2	20	22
Class 2	—	25	25	—	2	2	—	27	27
Class 1	1	18	19	—	12	12	1	30	31
Senior Information Technology Officer									
Grade A	—	1	1	—	—	—	—	1	1
Grade B	—	2	2	—	—	—	—	2	2
Grade C	—	6	6	—	—	—	—	6	6
Information Technology Officer									
Class 2	6	9	15	—	—	—	6	9	15
Class 1	1	—	1	—	—	—	1	—	1

For footnotes see end of table.

**TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY
EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE(a) — continued**
(number)

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
PART-TIME EMPLOYEES — continued									
Senior Professional Officer	—	—	—	—	—	—	—	—	—
Professional Officer	—	1	1	—	—	—	—	1	1
General Service Officer	—	—	—	—	—	—	—	—	—
Other classifications	—	—	—	—	—	—	—	—	—
Total paid operative & inoperative staff	16	130	146	2	14	16	18	144	162
Unpaid inoperative staff	—	15	15	—	—	—	—	15	15
Total staff	16	145	161	2	14	16	18	159	177
TOTAL									
1991									
Total staff	1,987	1,643	3,630	63	114	177	2,050	1,757	3,807
1992									
Total staff	1,938	1,601	3,539	378	369	747	2,316	1,970	4,286
1993									
Paid operative & inoperative staff(b)									
Australian Statistician	1	—	1	—	—	—	1	—	1
Senior Executive Service Officer	34	4	38	—	—	—	34	4	38
Grade A	16	1	17	—	—	—	16	1	17
Grade B	70	15	85	—	—	—	70	15	85
Grade C	185	77	262	—	—	—	185	77	262
Administrative Service Officer(c)									
Class 6	344	143	487	1	1	2	345	144	489
Class 5	290	222	512	1	2	3	291	224	515
Class 4	269	287	556	—	—	—	269	287	556
Class 3	222	322	544	1	—	1	223	322	545
Class 2	143	264	407	10	29	39	153	293	446
Class 1	22	60	82	15	67	82	37	127	164
Senior Information Technology Officer									
Grade A	8	3	11	—	—	—	8	3	11
Grade B	29	3	32	—	—	—	29	3	32
Grade C	56	17	73	—	—	—	56	17	73
Information Technology Officer									
Class 2	111	28	139	—	—	—	111	28	139
Class 1	59	13	72	—	—	—	59	13	72
Senior Professional Officer	2	2	4	—	—	—	2	2	4
Professional Officer	2	10	12	—	—	—	2	10	12
General Service Officer	8	1	9	4	—	4	12	1	13
Other classifications	10	5	15	7	5	12	17	10	27
Total paid operative & inoperative staff	1,881	1,477	3,358	39	104	143	1,920	1,581	3,501
Unpaid inoperative staff	42	83	125	—	—	—	42	83	125
Total staff	1,923	1,560	3,483	39	104	143	1,962	1,664	3,626

(a) See footnote (a) to table 3.2. (b) Being paid at the classification shown at 30 June 1993. (c) Includes Research Officer classifications with same maximum salaries.

TABLE 3.4 STAFF ENGAGED UNDER THE CENSUS AND STATISTICS ACT 1905
(staff years)

<i>Purpose</i>	<i>1990-91</i>	<i>1991-92</i>	<i>1992-93</i>
Interviewer enumerated statistical collections (mainly household surveys)	223	242	245
Census of population and housing (including preparations for census)	20	1,203	1
Total	243	1,445	246

TABLE 3.5 ABS INTAKE AND SEPARATIONS OF PERMANENT STAFF, 1992-93
(number)

<i>Method of intake and type of separation</i>	<i>SES</i>	<i>Non-SES</i>	<i>Total</i>
Intake			
Appointment			
Graduate	—	92	92
Non-graduate	—	64	64
Promotion or transfer from outside the ABS	—	98	98
<i>Total intake</i>	—	254	254
Separations			
Promotion or transfer to outside the ABS	—	118	118
Resignation	—	54	54
Death	—	3	3
Dismissal	—	1	1
Retirement			
Invalidity	—	2	2
Involuntary	—	7	7
Maximum age	—	2	2
Election by officer			
Age 55-59 years	—	5	5
Age 60-64 years	—	3	3
<i>Total separations</i>	—	195	195

TABLE 3.6 ABS SENIOR EXECUTIVE SERVICE STAFF BY SALARY LEVEL, SEX AND LOCATION, AT 30 JUNE(a)
(number)

<i>Year and location</i>	<i>Salary band</i>			<i>Men</i>		<i>Women</i>	<i>Total</i>
	<i>1</i>	<i>2</i>	<i>3</i>				
1991							
<i>Total</i>	25	6	2	31		2	33
1992							
<i>Total</i>	24	6	1	29		2	31
1993							
Australian Capital Territory	20	5	1	24		2	26
New South Wales	1	—	—	1		—	1
Victoria	1	—	—	1		—	1
Queensland	1	—	—	1		—	1
Western Australia	1	—	—	1		—	1
South Australia	1	—	—	1		—	1
<i>Total</i>	25	5	1	29		2	31

(a) Operative substantive SES staff only.

TABLE 3.7 ABS SENIOR EXECUTIVE SERVICE, PROMOTIONS, 1992-93
(number)

<i>Salary level from which promoted</i>	<i>Salary level to which promoted</i>			<i>Total</i>
	<i>Band 1</i>	<i>Band 2</i>	<i>Band 3</i>	
Promotions from non-SES levels	2	—	—	2
Promotions within the SES				
From band 1	—	1	—	1
From band 2	—	—	—	—
Total	2	1	—	3

TABLE 3.8 ABS SENIOR EXECUTIVE SERVICE FULL-TIME STAFF BY SALARY LEVEL, AGE GROUP AND LENGTH OF SERVICE, AT 30 JUNE 1993(a)
(number)

<i>Age group and length of service</i>	<i>Salary band</i>		
	<i>1</i>	<i>2 and 3</i>	<i>Total</i>
<i>Age group (years)</i>			
Under 35	1	—	1
35-39	1	—	1
40-44	8	1	9
45-49	8	3	11
50-54	4	2	6
55-59	3	—	3
60 and over	—	—	—
<i>Length of service (years)</i>			
Under 5	—	—	—
5 and under 10	—	2	2
10 and under 15	—	—	—
15 and under 20	3	—	3
20 and under 30	14	3	17
30 and over	8	1	9
Total	25	6	31

(a) Operative substantive SES staff only.

Implementation of the national Personnel Development (PD) strategies — statistical development, manager development, orientation, office and interpersonal skills, marketing, client service and technical development — continued during the year, with increased emphasis on statistical development and client service.

Several new training initiatives were commenced, to help meet the increasing demand for almost all types of training, especially technical training. The Computer Services Division participated in a Superior Service Program; all ABS senior officers were trained in the use of a workgroup software program (LOTUS NOTES) and in performance appraisal; Information Technology Support groups were set up, with a substantial training role, for each Division; self-paced learning centres were established in Central Office and the Victorian office, offering computer-assisted (CDROM) training technology; and an in-house training video was successfully trialled.

The ABS continues to have strong involvement with Public Service and other bodies implementing competency based training, and has begun identifying ABS-specific competencies and strategies for training of ABS staff.

The computer technology training section amalgamated with the PD section in May 1992, offering opportunities for cost savings and a better, integrated approach to all ABS training.

Substantial middle management development continued across all offices, although the ending in 1992-93 of the Public Service Commission funding for that purpose will see considerable curtailment of this program.

Details of the proportion of total ABS Staff usage spent on staff development activities are shown in the performance indicators for the Corporate Services sub-program (see page 69).

Attendance at personnel development activities is shown in the following table.

TABLE 4.1 ATTENDANCE AT PERSONNEL DEVELOPMENT ACTIVITIES(a)
(staff years)

Type of activity	1991-92	1992-93
Staff employed under the <i>Public Service Act 1922</i>		
Paid leave under studies assistance	25.2	23.9
In-house training		
Technical (computing)	17.5	13.2
Other	47.3	75.7
External courses and conferences		
Technical (computing)	5.2	2.5
Other	13.3	9.3
Interchange and other activities	10.2	9.3
<i>Total</i>	<i>118.7</i>	<i>133.9</i>
Staff engaged under the <i>Census and Statistics Act 1905</i>		
Training of field agents for population survey operations	34.4	28.0

(a) Excludes on-the-job training.

The ABS again substantially exceeded the minimum level of training activity required under the *Training Guarantee (Administration) Act 1990*. The net eligible training expenditure by the ABS during 1992-93 was \$7.2 million, \$5.9 million more than the minimum required under the Act (1% of the \$128.7 million payroll).

Training and development activities not falling within the Training Guarantee Act definition of training again formed a significant element of ABS personnel development. Individual and workgroup facilitation consultancies, on-the-job training and less formal workplace activities, continue to provide timely and direct impact on productivity, morale and career development.

Equal employment opportunity (EEO) principles and practices continued to be an integral part of all client service and management programs. The proportion of women among participants on both internal and external programs reflected their proportion among total staff at various levels of the ABS. Other identified EEO groups were also well represented. Specific support was also provided for particular groups — an Aboriginal undergraduate study award, and courses on oral/written communications skills and pronunciation for people from non-English speaking backgrounds. Special assistance and technology were provided for training participants with disabilities.

The following tables — 4.2 to 4.10 — show details of eligible training activities under the *Training Guarantee (Administration) Act 1990*.

**TABLE 4.2 ABS TRAINING ACTIVITY ATTENDANCE BY EEO TARGET GROUP
1992-93**

	<i>Staff-activity attendances(a)</i>
Total attendance by all staff	11,100
Attendance by staff in EEO target groups(b)	
Women	4,879
People of non-English speaking background	1,828
Aboriginal and Torres Strait Islander people	69
People with disabilities	808

(a) If a staff member attended more than one training activity during the year, the total number of activities is included. The figures shown include a component for training activities for which data were not recorded, derived on the basis of the pattern of attendances at the activities for which data were recorded. (b) EEO target groups are not mutually exclusive and an individual staff member may be included in more than one group.

TABLE 4.3 ABS IN-HOUSE TRAINING ATTENDANCE BY LEVEL, 1992-93
(staff-activity attendances(a))

Level	Central Office		State offices(b)				Total
	Men	Women	Men	Women	Men	Women	Total
Senior Executive Service	31	5	13	—	44	5	49
Senior Officer Structure	764	351	222	42	986	393	1,379
Administrative Service Officer							
Classes 5 and 6	521	561	1,178	458	1,699	1,019	2,718
Classes 1 to 4	350	528	1,288	1,665	1,638	2,193	3,831
Senior Officer Structure equivalents	164	81	39	32	203	113	316
Administrative Service Officer equivalents							
Classes 5 and 6	173	88	138	18	311	106	417
Classes 1 to 4	402	317	89	97	491	414	905
General Service Officer	5	—	—	—	5	—	5
Total	2,410	1,931	2,967	2,312	5,377	4,243	9,620

(a) If a staff member attended more than one training activity during the year, the total number of activities is included. (b) Includes Northern Territory office.

TABLE 4.4 ABS IN-HOUSE TRAINING PARTICIPATION BY LEVEL, 1992-93
(participant days(a))

Level	Central Office	State offices(b)	Total
Senior Executive Service	20	28	48
Senior Officer Structure	1,318	386	1,704
Administrative Service Officer			
Classes 5 and 6	2,401	2,538	4,939
Classes 1 to 4	2,158	5,563	7,721
Senior Officer Structure equivalents	333	70	403
Administrative Service Officer equivalents			
Classes 5 and 6	570	276	846
Classes 1 to 4	1,771	346	2,117
General Service Officer	9	—	9
Total	8,580	9,207	17,787

(a) The total number of days each staff member participated in training. (b) Includes Northern Territory office.

TABLE 4.5 ABS IN-HOUSE TRAINING ATTENDANCE BY COURSE TYPE, 1992-93
(staff-activity attendances (a))

Course type	Central Office		State offices(b)				Total
	Men	Women	Men	Women	Men	Women	Total
Statistical development	167	203	232	193	399	396	795
Manager development	414	267	872	487	1,286	754	2,040
Technical (computing) development	769	345	278	178	1,047	523	1,570
Professional development	342	341	103	106	445	447	892
Office skills	94	117	260	251	354	398	752
Interpersonal skills	214	227	527	371	741	598	1,339
Orientation	33	34	21	22	54	56	110
Other	377	367	674	704	1,051	1,071	2,122
Total	2,410	1,931	2,967	2,312	5,377	4,243	9,620

(a) If a staff member attended more than one training activity during the year, the total number of activities is included. (b) Includes Northern Territory office.

TABLE 4.6 ABS IN-HOUSE TRAINING PARTICIPATION BY COURSE TYPE, 1992-93
(participant days(a))

Course type	Central Office	State offices(b)	Total
Statistical development	807	1,163	1,970
Manager development	1,031	1,627	2,658
Technical (computing) development	2,010	626	2,636
Professional development	1,590	274	1,864
Office skills	465	310	775
Interpersonal skills	1,360	2,284	3,644
Orientation	67	64	131
Other	1,250	2,859	4,109
Total	8,580	9,207	17,787

(a) The total number of days each staff member participated in training. (b) Includes Northern Territory office.

TABLE 4.7 ABS EXTERNAL COURSE ATTENDANCE BY LEVEL, 1992-93
(staff-activity attendances (a))

Level	Central Office		State offices(b)				Total
	Men	Women	Men	Women	Men	Women	Total
Senior Executive Service	30	4	14	1	44	5	49
Senior Officer Structure	127	60	124	37	251	97	348
Administrative Service Officer							
Classes 5 and 6	94	93	152	92	246	185	431
Classes 1 to 4	20	37	121	164	141	201	342
Senior Officer Structure equivalents	24	5	36	8	60	13	73
Administrative Service Officer equivalents							
Classes 5 and 6	36	24	47	58	83	82	165
Classes 1 to 4	30	16	23	56	53	72	125
General Service Officer	—	—	—	—	—	—	—
Total	361	239	517	416	878	655	1,533

(a) If a staff member attended more than one training activity during the year, the total number of activities is included. (b) Includes Northern Territory office.

TABLE 4.8 ABS EXTERNAL COURSE PARTICIPATION BY LEVEL, 1992-93
(participant days(a))

Level	Central Office	State offices(b)	Total
Senior Executive Service	41	25	66
Senior Officer Structure	342	213	555
Administrative Service Officer			
Classes 5 and 6	268	561	829
Classes 1 to 4	46	541	587
Senior Officer Structure equivalents	55	9	64
Administrative Service Officer equivalents			
Classes 5 and 6	123	25	148
Classes 1 to 4	100	18	118
General Service Officer	—	—	—
Total	975	1,392	2,367

(a) The total number of days each staff member participated in training. (b) Includes Northern Territory office.

TABLE 4.9 ABS EXTERNAL COURSE ATTENDANCE BY COURSE TYPE, 1992-93
(staff-activity attendances (a))

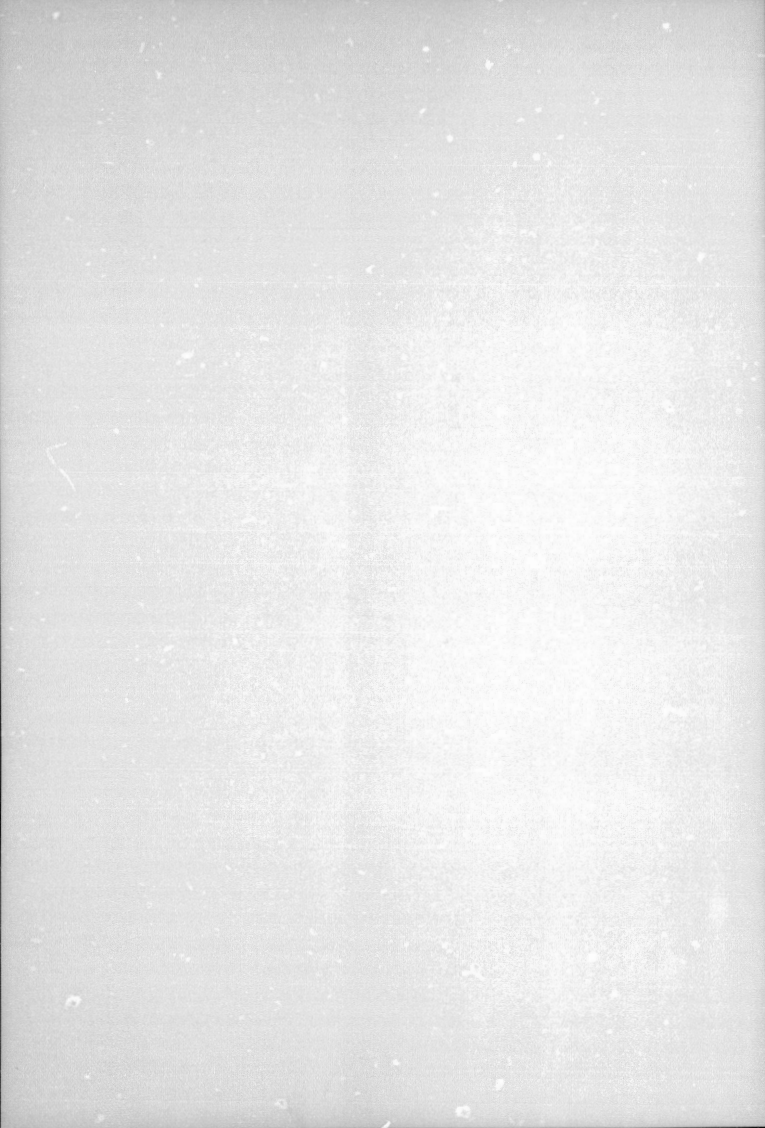
Course type	Central Office		State offices(b)				Total
	Men	Women	Men	Women	Men	Women	Total
Statistical development	3	—	32	16	35	16	51
Manager development	37	40	134	63	171	103	274
Technical (computing) development	171	86	37	18	208	104	312
Professional development	89	41	27	38	116	79	195
Office skills	24	29	66	76	90	105	195
Interpersonal skills	31	35	88	97	119	132	251
Orientation	—	—	—	—	—	—	—
Other	6	8	133	108	139	116	255
Total	361	239	517	416	878	655	1,533

(a) If a staff member attended more than one training activity during the year, the total number of activities is included. (b) Includes Northern Territory office.

TABLE 4.10 ABS EXTERNAL COURSE PARTICIPATION BY COURSE TYPE, 1992-93
(participant days(a))

Course type	Central Office	State offices(b)	Total
Statistical development	9	77	86
Manager development	113	336	449
Technical (computing) development	417	85	502
Professional development	285	139	424
Office skills	62	168	230
Interpersonal skills	71	243	314
Orientation	—	—	—
Other	18	344	362
Total	975	1,392	2,367

(a) The total number of days each staff member participated in training. (b) Includes Northern Territory office.



The principle of equality of opportunity in all employment matters is well established in the ABS. The commitment of the ABS to this principle is reflected in the ABS Corporate Plan.

The current ABS Equal Employment Opportunity (EEO) Program covers the period July 1991 to June 1994. It recognises the continuing need for the development, implementation and monitoring of arrangements which promote equality of opportunity for all staff in the ABS and highlights that primary responsibility for achieving this rests with managers and supervisors.

The ABS EEO Program was developed in consultation with the Public Sector Union, endorsed by ABS State/Territory Consultative Councils, ratified by the ABS National Consultative Council (NCC) and approved by the Public Service Commission.

Overall responsibility for the implementation of the Program lies with the Australian Statistician. The Senior Executive responsible for EEO is the First Assistant Statistician, Coordination and Management Division. The Deputy Commonwealth Statistician in each State, the Statistician, ACT and the Statistician, NT are responsible for the implementation and monitoring of the Program in their respective offices.

In Central Office, the coordination, implementation and monitoring activities under the EEO Program are undertaken by a Senior Officer Grade C supported by a full-time Administrative Service Officer Class 6. Their responsibilities cover both national and Australian Capital Territory activities. In each other office there is at least one officer whose duties include local implementation and coordination of EEO.

A subcommittee of the NCC oversees implementation of EEO in the ABS and reports to NCC on progress towards meeting EEO objectives as well as monitoring, reviewing and evaluating program effectiveness. Monitoring and evaluation occur through analysis of EEO quarterly reports and feedback from staff perception surveys, exit questionnaires and local consultative forums.

The ABS maintains a separate EEO database. Information on the database is collected from staff on a voluntary basis and personal information is regarded as strictly in-confidence. As at 30 June 1993 the database included information on 82 per cent of ABS

staff. During 1992-93 all ABS staff were requested to check and confirm their EEO details held on the database. This led to many staff who had previously identified as NESB (non-English speaking backgrounds) 1 changing to the NESB 2 category.

The table on the next page provides detailed statistics for EEO target groups within the ABS as at 30 June 1993. The figures include all permanent operative and inoperative staff but do not include temporary staff.

While the proportional representation of women declined marginally, overall representation is increasing at all levels from Administrative Service Officer (ASO) Grade 5 to the SES with the exception of small decreases at the ASO Grade 6 and the Senior Officer Grade A levels.

The NESB group experienced minor fluctuations across all levels. Overall it held its own during the reporting period.

The representation of Aboriginal and Torres Strait Islander people continues to be low with the number of staff identifying as members of that group remaining at eleven, the same as last year.

The people with disabilities (PWD) group representation has continued to increase at all levels with the exception of the SES.

During the reporting period ABS nominated for the Prime Minister's Employer of the Year Award.

There were two formal EEO grievances lodged during 1992-93. Both of these were brought to a satisfactory conclusion in discussions facilitated by the Human Rights Commission.

Fifty-two informal EEO-related complaints were lodged with EEO Coordinators during the reporting period. These were concerned with:

- Discrimination on the grounds of sex (four).
- Race or ethnicity (five).
- The principle of reasonable adjustment and people with disabilities (fourteen).
- Sexual harassment (seventeen).
- General harassment in the workplace (twelve).

**REPRESENTATION OF EEO GROUPS FOR PERMANENT ABS STAFF(a)
AT 30 JUNE 1993**

	<i>Women</i>	<i>NESB1 (b)</i>	<i>NESB2 (b)</i>	<i>ATSI (c)</i>	<i>PWD (d)</i>	<i>Staff with EEO data</i>	<i>Total staff</i>
\$23,397 and below (number) (includes Administrative Services Officer Grade 1) (%)	71 64.0	6 5.4	21 18.9	2 1.8	17 15.3	78 70.3	111
\$23,959 to \$26,578 (number) (includes Administrative Services Officer Grade 2) (%)	279 65.2	36 8.4	64 15.0	3 0.7	35 8.2	317 74.1	428
\$27,289 to \$29,452 (number) (includes Administrative Services Officer Grade 3) (%)	342 60.0	33 5.8	84 14.7	4 0.7	37 6.5	475 83.3	570
\$30,415 to \$33,024 (number) (includes Administrative Services Officer Grade 4) (%)	309 48.0	26 4.0	104 16.1	1 0.2	36 5.6	519 80.6	644
\$33,924 to \$35,971 (number) (includes Administrative Services Officer Grade 5) (%)	239 44.6	25 4.7	74 13.8	— —	23 4.3	462 86.2	536
\$36,638 to \$42,088 (number) (includes Administrative Services Officer Grade 6) (%)	187 28.5	24 3.7	76 11.6	1 0.2	32 4.9	548 83.7	655
\$43,367 to \$47,107 (number) (includes Senior Officer Grade C) (%)	107 30.6	10 2.9	36 10.3	— —	20 5.7	301 86.0	350
\$48,133 to \$55,234 (number) (includes Senior Officer Grade B) (%)	18 14.8	6 4.9	12 9.8	— —	6 4.9	101 82.8	122
\$57,247 (number) (includes Senior Officer Grade A) (%)	4 14.3	1 3.6	1 3.6	— —	— —	22 78.6	28
\$61,147 and above (number) (includes Senior Executive Service) (%)	4 10.3	3 7.7	1 2.6	— —	2 5.1	27 69.2	39
Total	1,560 44.8	170 4.9	473 13.6	11 0.3	208 6.0	2,850 81.8	3,483

(a) EEO target groups are not mutually exclusive and any individual officer may be included in more than one group. Percentages are based on total staff. Salary groupings are based on maximum salary for a classification. Inoperative staff are included. (b) NESB1 — people with non-English speaking backgrounds, first generation. NESB2 — people with non-English speaking backgrounds, second generation. (c) Aboriginal and Torres Strait Islander people. (d) People with disabilities.

The increase in the number of complaints probably reflects an increased awareness of EEO issues and the higher profile of the ABS network of sexual harassment and workplace harassment contact officers.

All of the informal complaints were resolved in the workplace.

The major EEO priorities for 1992-93 were:

- Implementation of the ABS Recruitment and Career Development Strategy for Aboriginal and Torres Strait Islander people.
- Implementation of the current EEO program.
- A review of the current program and development of the next EEO program.

The ABS Recruitment and Career Development Strategy for Aboriginal and Torres Strait Islander people was endorsed by ABS management and subsequently approved by the Minister for Aboriginal Affairs during 1992-93.

Prior to its formal approval a number of the proposed initiatives were implemented. These included the creation of 'identified positions' and the commencement of recruitment action to fill them. Specific recruitment activities aimed at Aboriginal and Torres Strait Islander people to non-identified positions also commenced.

Activities aimed at raising the EEO awareness of all staff continued to be given a high priority throughout the year. EEO training was part of all induction, supervisor and middle management development programs and EEO-related items were given high priority in internal publications such as staff gazettes and the ABS internal newspaper.

The next ABS EEO program will be developed for publication in June 1994.

During the year an in-cycle review of the program was undertaken by the EEO subcommittee of the NCC. This showed satisfactory progress to date and ensured that EEO activities for year three of the program will be properly focused.

The major priorities for 1993-94 are to:

- Make significant progress towards the objectives of the ABS Recruitment and Career Development

Strategy for Aboriginal and Torres Strait Islander people.

- Conduct a national survey of demand for employer supported child care and follow up results.
- Implement the current EEO program.
- Review the current EEO program and develop a new program for the next triennium.

The ABS believes that encouraging all staff to participate in decision making on matters affecting their working lives will lead to better informed decision making, improved staff morale and greater commitment from staff. It will also generally enrich the working lives of staff at all levels.

Further, the ABS recognises and accepts responsibility for developing, implementing and monitoring the effectiveness of arrangements which promote the meaningful participation of all members of the organisation in corporate activity.

It is therefore ABS policy to ensure that necessary conditions and opportunities exist for the involvement of staff and their representatives in the management of ABS activities. This is reflected in the ABS corporate plan.

An ABS industrial democracy (ID) plan covered the period July 1991 to June 1993. It recognised that the principles and practices of ID are an integral part of effective staff management and was developed in consultation with the Public Sector Union, endorsed by ABS State/Territory Consultative Councils and ratified by the National Consultative Council (NCC).

A subcommittee of the NCC oversees implementation of industrial democracy in the ABS and reports to NCC on progress towards meeting ID objectives, as well as monitoring, reviewing and evaluating the ID plan. Monitoring and evaluation occur through analysis of quarterly ID reports and feedback received through staff perception surveys, exit questionnaires, a network of ID coordinators and local consultative forums.

Overall responsibility for ID lies with the Australian Statistician. The Senior Executive responsible for day-to-day implementation of the plan is the First Assistant Statistician, Coordination and Management Division. The Deputy Commonwealth Statistician in each State, the Statistician, Australian Capital Territory and the Statistician, Northern Territory, are responsible for implementation and monitoring of ID in their respective offices.

In Central Office, responsibility for the coordination, implementation and monitoring of ID activities is vested in a Senior Officer Grade C supported by a full-time Administrative Service Officer Class 6. They are responsible for both national and Australian

Capital Territory activities. In each other office there is at least one officer whose duties include local implementation and coordination of ID.

The ABS has an established structure for consultation. This has provided an effective means of raising and discussing a wide range of issues of interest to both ABS management and the Public Sector Union. The formal structure is illustrated by the diagram at the end of this appendix.

The major ID priorities for 1992-93 were to:

- Review the 1991-93 industrial democracy plan.
- Develop a new industrial democracy plan for the period 1994-96.

The objective of the 1991-93 ID plan was to consolidate and build on gains made in the first plan. The following sub-objectives were identified as being critical:

- **Communication:** Promote understanding and the effective use of formal consultative mechanisms and information sharing.
- **Attitudes:** Develop and promote programs aimed at highlighting the benefits of participative work practices in order to facilitate attitudinal changes in staff at all levels.
- **Skills:** Educate and train staff at all levels to enable them to participate effectively in both formal and informal ID processes.
- **Knowledge:** Increase the understanding of all staff of their roles and responsibilities in participative processes.
- **Union membership:** Encourage and facilitate union membership in all areas, and at all levels of the ABS.

Comments about each of the sub-objectives are set out below.

Communication: An ID Bulletin Board using the ABS electronic mail facility was developed and is used to ensure that all staff have ready access to information about the consultative forums, including details of agendas and records of meetings.

While it is difficult to accurately measure the effectiveness of the formal consultative mechanisms, all available evidence indicates that consultation between ABS and the PSU is sound and that, by and

large, information is flowing between the parties in a timely and appropriate manner.

The staff perception survey conducted in 1992 showed that many staff at lower classifications do not identify with their role in having input to ABS strategic planning to the same extent as their more senior colleagues. However, the survey showed that there is a high level of awareness and understanding of the concept of participative decision making across all levels in the ABS.

Attitudes: The survey showed that while some staff were disappointed with the outcome of participation in work design exercises which flowed from the second tier wages decision of 1987, work groups in general recognise participative work design as the most appropriate means of introducing change. The Staff Development and Training Section continues to provide services to facilitate such exercises.

Skills: The ABS continued to actively pursue this sub-objective through its national network of ID coordinators, PSU workplace delegates and training and development staff. Progress during the period of the plan was satisfactory.

Knowledge: A great deal of effort was directed towards increasing the understanding of staff of their roles and responsibilities in participative processes. Progress during the period of the plan was satisfactory but it is recognised that sustained effort is required in this area.

Union membership: The ABS continued its policy of actively encouraging union membership.

In 1992–93 the ABS sponsored participants in a Trade Union Training Authority program developed and conducted for ABS workplace delegates.

The second of the major objectives for 1992–93 was to develop the new ID plan for the period to June 1996.

Work on the new plan, the initial part of which was undertaken by a joint ABS/PSU working party, is well advanced. Contributions were sought and obtained from all areas of the ABS in developing the new plan.

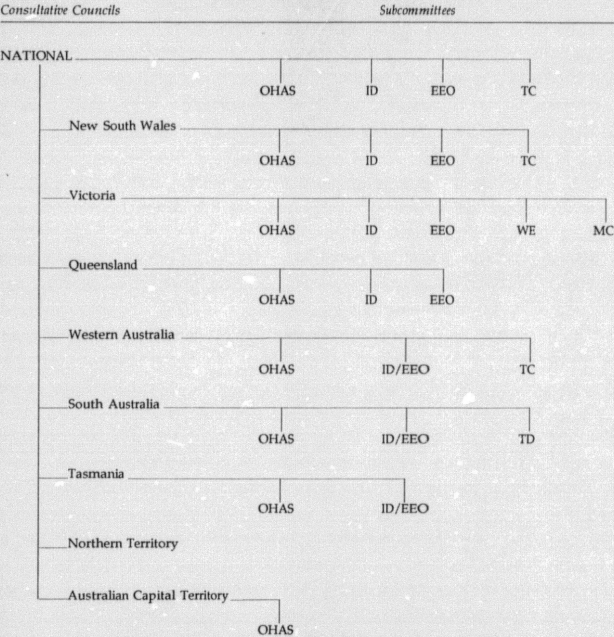
The major ID priorities identified for 1993–94 are to:

- Introduce and commence implementation of the new industrial democracy plan.

- Underpin implementation of an ABS Agency Bargaining Agreement with sound ID practices.

In addition, during 1992-93 a committee was established to develop an ABS Agency Bargaining Agreement pursuant to section 134 of the *Industrial Relations Legislation Amendment Act, 1992*.

STRUCTURE FOR CONSULTATION BETWEEN ABS MANAGEMENT AND STAFF UNIONS



Key: OHAS — Occupational Health and Safety; ID — Industrial Democracy; EEO — Equal Employment Opportunity; TC — Technological Change; WE — Working Environment; MC — Monthly Management Union Consultation; TD — Training and Development.

The Australian Bureau of Statistics is committed to the health, safety and welfare of all ABS employees. In Central Office there is a unit dedicated to occupational health and safety, rehabilitation and staff counselling. Each State and the Northern Territory office provides services in occupational health and safety and rehabilitation as required by the relevant legislation as well as access to a counselling service for all staff.

The ABS Occupational Health and Safety (OHAS) Committee in each State and Territory meets regularly as set out in the ABS Occupational Health and Safety Policy and Agreement and in accordance with the Act. Issues requiring a national consultative approach are referred to the ABS national consultative OHAS subcommittee.

During 1992-93 the ABS negotiated an OHAS Policy and Agreement with the Public Sector Union in accordance with the *Occupational Health and Safety (Commonwealth Employment) Act of 1991*.

Training for health and safety representatives selected in all ABS offices in accordance with the OHAS Act commenced and is close to completion.

There were no notifications under sections 63, 30, 45, 46 or 47 of the *Occupational Health and Safety (Commonwealth Employment) Act of 1991*.

Major OHAS initiatives and achievements during 1992-93 included:

- ☐ Development and ratification of the ABS Screen Based Equipment Policy.
- ☐ Development of a policy on confidentiality for the counselling of ABS staff.
- ☐ Development of the ABS health policy and implementation strategy.
- ☐ Inclusion of occupational health and safety, rehabilitation and staff welfare training sessions in all orientation, supervision and management training programs. 538 staff members attended these training courses. In addition, a number of mini seminars were held for interested staff members on various issues involving occupational health and safety.
- ☐ Ongoing internal safety audits and workplace assessments were conducted by the staff from the Occupational Health and Safety Unit. A major

function during the year was to ensure that staff were given individual assessment and training in the correct adjustment and use of new furniture.

- Ongoing training and network meetings of First Aid officers and occupational health and safety representatives.

The continuing improvement in occupational health and safety performance is reflected in the Comcare Workers Compensation Premium Rate, with a further reduction in the 1993-94 premium to 1.2 per cent of wage and salary expenditure. For the fifth consecutive year, the premium rate for the ABS has been below the agency pool average as indicated in the following table.

COMCARE WORKERS COMPENSATION PREMIUM RATES
(per cent of wage and salary expenditure)

	1990-91	1991-92	1992-93	1993-94
ABS	1.62	1.49	1.36	1.20
Agency pool average	2.00	1.70	1.70	1.56

Comcare has complimented the ABS on rehabilitation strategies that have been implemented. The average cost of a case management plan in the ABS is \$3,701 compared to the pool average of \$7,597.

The number of reported accidents and incidents for 1992-93 was 338. Of these, 69 were reported as motor vehicle/journey related accidents and 27 were incurred as a result of sporting injuries. There were 99 accidents causing lost time with a resulting 531 lost working days. 187 compensation claims were submitted for this period, 24 of which required implementation of a case management plan. There were 24 case closures for the period. Under the Fitness for Duty Guidelines 44 cases required case management and 18 cases were closed. Population census operations submitted 29 claims for compensation.

ABS staff counsellors conducted 2,637 staff interviews, of which 614 were new referrals, and consulted with 611 managers on work related matters. 176 staff members were referred to external counselling services.

AUSTRALIAN BUREAU OF STATISTICS

FINANCIAL STATEMENTS

1992-93

CONTENTS

Certification of the Financial Statements

Aggregate Statement of Transactions by Fund

Detailed Statement of Transactions by Fund

Program Summary

Program Statement

Statement of Supplementary Financial Information

Notes to the Financial Statements

Glossary of Terms

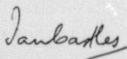
STATEMENT BY THE AUSTRALIAN STATISTICIAN

AND

PRINCIPAL ACCOUNTING OFFICER

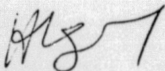
CERTIFICATION

We certify that the attached financial statements for the year ended 30 June 1993 are in agreement with the accounts and records of the Australian Bureau of Statistics, and, in our opinion, the statements have been prepared in accordance with the Financial Statements Guidelines for Departmental Secretaries (Modified Cash Reporting) issued by the Minister for Finance in April 1993.



I Castles
Australian Statistician

16 September 1993



H. Kriegel
Assistant Statistician
Resource Management Branch

16 September 1993



our ref;

AUSTRALIAN BUREAU OF STATISTICS
INDEPENDENT AUDIT REPORT

Scope

I have audited the financial statement of the Australian Bureau of Statistics for the year ended 30 June 1993.

The statement comprises:

- . Aggregate Statement of Transactions by Fund
- . Detailed Statement of Transactions by Fund
- . Program Summary
- . Program Statement
- . Statement of Supplementary Financial Information
- . Certificate by the Australian Statistician and Assistant Statistician, Resource Management Branch, and
- . Notes to and forming part of the Financial Statement.

The Australian Statistician and the Bureau's Assistant Statistician, Resource Management Branch, are responsible for the preparation and presentation of the financial statement and the information contained therein. I have conducted an independent audit of the financial statement in order to express an opinion on it.

The Bureau employs the accounting policies described in Note 1 to the financial statement.

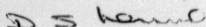
The audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statement is free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statement, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statement is presented fairly in accordance with Australian accounting concepts and standards applicable to public sector reporting entities employing a cash basis of accounting, and statutory requirements, so as to present a view which is consistent with my understanding of the Bureau's operations and certain assets and liabilities.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In accordance with sub-section 51(1) of the Audit Act, I now report that the financial statement in my opinion:

- . is in agreement with the accounts and records kept in accordance with section 40 of the Act
- . is in accordance with the financial statements guidelines made by the Minister for Finance, and
- . presents fairly, in accordance with Statements of Accounting Concepts and applicable Accounting Standards and with the Minister for Finance *Financial Statement Guidelines for Departmental Secretaries (Modified Cash Reporting)*, the transactions of the Bureau for the year ended 30 June 1993 and certain assets and liabilities as at that date.



D. S. Lennie
Executive Director
Australian National Audit Office

Canberra

20 September 1993

AGGREGATE STATEMENT OF TRANSACTIONS BY FUND FOR THE YEAR ENDED 30 JUNE 1993

This Statement shows aggregate cash transactions, for the following Funds of the Commonwealth Public Account (CPA) for which the ABS is responsible. The Bureau does not operate a Loan Fund.

1991-92 Actual		1992-93 Budget	1992-93 Actual
\$		\$	\$
CONSOLIDATED REVENUE FUND (CRF)			
13,724,661	Total receipts	12,634,000	19,051,484
254,829,002	Expenditure from Annual Appropriations	207,359,000	212,750,293
TRUST FUND			
5,332	Balance 1 July	..	95,714
530,247	Receipts	..	524,999
439,865	Expenditure	..	481,761
95,714	Balance 30 June	..	138,952
95,714	Represented by Cash	..	138,952

DETAILED STATEMENT OF TRANSACTIONS BY FUND FOR THE YEAR ENDED 30 JUNE 1993

1. Consolidated Revenue Fund (CRF)

The CRF is the main working fund of the Commonwealth and consists of all current moneys received by the Commonwealth (excluding loan raisings and moneys received by the Trust Fund). The Constitution requires an appropriation of moneys by the Parliament before any expenditure can be made from this Fund. All appropriations made to the Bureau during 1992-93 were made under the annual Appropriation Acts.

Receipts to CRF

1991-92 Actual		Notes	1992-93 Budget	1992-93 Actual
\$			\$	\$
RECEIPTS OFFSET WITHIN OUTLAYS				
6,030,386	Miscellaneous	3	7,624,000	6,995,559
7,694,275	Section 35 of the <i>Audit Act 1901</i> [to be credited to Running Costs — Division 671.1]	5	5,010,000	12,055,925
13,724,661	Total Receipts to CRF		12,634,000	19,051,484

Expenditure from CRF by Appropriation

1991-92 Expenditure		1992-93 Appropriation	1992-93 Expenditure
\$		\$	\$
249,724,529	[Appropriation Act No. 1	200,161,000	210,958,907
	[Appropriation Act No. 5	7,803,000	
	[Section 35 of the <i>Audit Act 1901</i> [to be credited to Running Costs — Division 671.1]	12,055,925	
5,104,473	[Appropriation Act No. 2	2,188,000	1,791,386
	[Appropriation Act No. 6	..	
254,829,002	Total Expenditure from CRF	222,207,925	212,750,293

**DETAILED STATEMENT OF TRANSACTIONS BY
FUND — *continued***

**Expenditure from CRF by division, subdivision and
item level**

1991-92 Expenditure		Sub- Program	1992-93 Appropriation	1992-93 Expenditure
\$			\$	\$
APPROPRIATION ACTS NOS. 1 AND 5				
Division 671 Australian Bureau of Statistics				
1. Running Costs				
131,713,516	01 Salaries and payments in the nature of salary	(a)	117,451,000	126,201,772
86,489,849	02 Administrative expenses	(a)	49,004,000	48,471,836
2,591,920	03 SES Salaries	5.2	2,516,000	2,547,223
.	05 Legal services provided by Attorney-General's	5.1	113,000	94,556
(b)	Receipts credited under section 35 of the Audit Act	(a)	12,055,925	(b)
Property operating expenses				
27,810,938	06 Current	(a)	37,403,000	32,052,573
1,083,658	07 Capital	(a)	1,414,000	1,536,128
249,689,881	<i>Sub-total Running Costs</i>	(c)	219,956,925	210,904,087
3. Other services				
34,647	01 Compensation and legal expenses	5.2	63,000	54,820
249,724,529	<i>Total Appropriation Acts 1 and 5</i>		220,019,925	210,958,907
APPROPRIATION ACTS NOS. 2 AND 6				
Division 979 Australian Bureau of Statistics				
1. Capital Works and Services				
3,075,000	01 Plant and equipment	5.1	1,792,000	1,791,386
2,029,473	02 Construction of facilities	5.2	396,000	.
5,104,473	<i>Total Appropriation Acts 2 and 6</i>		2,188,000	1,791,386
254,829,002	Total		222,207,925	212,750,293

(a) Allocated to both sub-programs. (b) Expenditure included under salary and administrative expenses.
(c) Refer to note 5 of the financial statements.

DETAILED STATEMENT OF TRANSACTIONS BY FUND — *continued*

2. Trust Fund

This Section discloses details of the Trust Fund administered by the Australian Bureau of Statistics. It provides a break-down of the information relating to the Trust Fund contained in the Aggregate Statement of Transactions by Fund.

1991-92	Notes	1992-93
\$		\$
OTHER TRUST MONIES		
<i>Legal Authority — Audit Act 1901 section 60</i>		
Purposes — for the receipt of moneys temporarily held in trust for other persons, and for moneys received without sufficient information for crediting to the correct head of revenue		
Receipts and expenditure		
6,311	Balance at 1 July	2,902
5,510	Receipts	3,268
8,920	Expenditure	3,076
2,902	Balance at 30 June	3,094
SERVICES FOR OTHER DEPARTMENTS AND NON-DEPARTMENTAL BODIES		
<i>Legal Authority — Audit Act 1901, section 60</i>		
Purpose — for the payment of costs in connection with services performed on behalf of other governments and non-departmental bodies		
Receipts and expenditure		
(979)	Balance at 1 July	6 92,811
524,736	Receipts	521,731
430,945	Expenditure	478,685
92,811	Balance at 30 June	135,857

**PROGRAM SUMMARY FOR THE YEAR ENDED
30 JUNE 1993**

This statement shows the outlays for the two sub-programs administered by the Bureau, and reconciles the total outlays to total expenditure from appropriations.

1991-92 <i>Actual</i>		<i>Notes</i>	1992-93 <i>Budget</i>	1992-93 <i>Actual</i>
\$			\$	\$
	OUTLAYS	1(i)		
204,776,901	5.1 Statistical Operations		164,505,000	161,245,473
36,327,440	5.2 Corporate Services		30,220,000	32,453,337
241,104,341	<i>Total Outlays</i>		194,725,000	193,698,810
	PLUS: RECEIPTS OFFSET WITHIN OUTLAYS	1(i)		
13,436,265	5.1 Statistical Operations		12,334,000	18,057,528
288,396	5.2 Corporate Services		300,000	993,955
13,724,661	<i>Total Receipts to CRF</i>		12,634,000	19,051,483
254,829,002	TOTAL EXPENDITURE FROM APPROPRIATIONS		207,359,000	212,750,293

PROGRAM STATEMENT FOR THE YEAR ENDED 30 JUNE 1993

This Statement shows details of expenditure from annual appropriations for the program and two sub-programs administered by the Bureau. Each sub-program is identified by a numeric reference in the 1992-93 Program Performance Statement for the Treasury Portfolio. Further details about these sub-programs are provided in Note 2 to these financial statements. Each 'annual' appropriation item contributing to a sub-program is identified by its description followed by its appropriation code in brackets. Partial allocation of appropriation items to sub-programs is indicated by '(p)' following the item. The Statement also shows information reconciling expenditure from appropriations to outlays.

1991-92 Actual	Notes	1992-93 Budget	1992-93 Actual
\$		\$	\$
PROGRAM 5	1(i)		
SUB-PROGRAM 5.1 STATISTICAL OPERATIONS	2		
Running costs (671.1)(p)			
111,620,577 Salaries and payments in the nature of salary		100,558,000	110,812,433
78,258,670 Administrative expenses		34,956,000	38,015,485
Legal Services provided by Attorney-General's	4	113,000	94,556
(a) Receipts credited under Section 35 of the Audit Act		4,710,000	(a)
Property operating expenses			
25,039,996 Current		33,368,000	28,280,228
218,923 Capital		1,342,000	308,913
Capital works and services (979.1)			
3,075,000 Plant and equipment		1,792,000	1,791,386
218,213,166 Total expenditure from Appropriations		176,839,000	179,303,001
<i>less receipts offset within outlays</i>			
6,030,386 Miscellaneous		7,624,000	6,995,559
7,405,879 Section 35 of the <i>Audit Act</i> 1901 — to be credited to running costs Division (671.1)(p)		4,710,000	11,061,969
204,776,901 Total Outlays		164,505,000	161,245,473

PROGRAM STATEMENT — *continued*

1991-92 <i>Actual</i>		<i>Notes</i>	1992-93 <i>Budget</i>	1992-93 <i>Actual</i>
\$			\$	\$
	SUB-PROGRAM 5.2 CORPORATE SERVICES	1(i)		
	Running costs (671.1)(p)			
20,092,940	Salaries and payments in the nature of salary		13,988,000	15,389,338
8,231,179	Administrative expenses		8,199,000	10,456,351
2,591,920	SES Salaries		2,374,000	2,547,223
(a)	Receipts credited under section 35 of the <i>Audit Act 1901</i>		300,000	(a)
	Property operating expenses			
2,770,942	Current		4,035,000	3,772,345
864,735	Capital		1,165,000	1,227,215
34,647	Compensation and legal expenses (671.3)		63,000	54,820
	Capital works and services (979.1)			
2,029,473	Construction of facilities		396,000	..
36,615,836	<i>Total expenditure from Appropriations</i>		<u>30,520,000</u>	<u>33,447,292</u>
	less receipts offset within outlays			
288,396	Section 35 of the <i>Audit Act 1901</i> — to be credited to Running Costs Division (671.1)(p)		300,000	993,955
36,327,440	<i>Total Outlays</i>		<u>30,220,000</u>	<u>32,453,337</u>
(a) Expenditure included under other Running Cost Items.				

STATEMENT OF SUPPLEMENTARY FINANCIAL
INFORMATION AS AT 30 JUNE 1993

30 June 1992		Notes	30 June 1993
\$			\$
CURRENT ASSETS			
135,307	Cash on hand and at bank	7	116,008
1,104,190	Receivables	8	1,546,233
1,070,031	Inventories	1(e)	1,977,611
	Other	9	5,451,405
<u>2,309,528</u>	<i>Total Current Assets</i>		<u>9,091,257</u>
NON-CURRENT ASSETS			
16,943,039	Property, plant and equipment	10,1(d)	22,684,933
<u>16,943,039</u>	<i>Total Non-Current Assets</i>		<u>22,684,933</u>
<u>19,252,567</u>	TOTAL ASSETS		<u>31,776,190</u>
CURRENT LIABILITIES			
1,897,655	Trade creditors	11	2,825,017
<u>1,897,685</u>	<i>Total Current Liabilities</i>	11	<u>2,825,017</u>
<u>1,897,685</u>	TOTAL LIABILITIES		<u>2,825,017</u>

NOTES TO THE FINANCIAL STATEMENTS AS AT 30 JUNE 1993

Note 1

Statement of significant accounting policies

(a) Statutory requirements

The financial statements have been prepared in accordance with the Financial Statements Guidelines for Departmental Secretaries (Modified Cash Reporting) issued by the Minister for Finance in April 1993.

(b) Historical cost

- (i) The financial statements have been prepared on a cash basis with the exception of the Statement of Supplementary Financial Information which includes certain accrual-type information.
- (ii) Except where otherwise stated, the financial statements have been prepared in accordance with the historical cost convention and do not take account of changing money values.

(c) Rounding

All Statements and tables in related notes have been rounded to the nearest dollar.

(d) Non-current assets

Amounts included in the balance of Non-Current Assets represent individual assets with a value in excess of \$2,000 and above. Other assets comprising intangible assets such as patents and copyrights, and minor assets with individual values of less than \$2,000 have not been accounted for in the Statement of Supplementary Financial Information. Entries for 30 June 1993 reflect a valuation of assets based on cost prices less accumulated depreciation using Australian Taxation Office depreciation rates or specific values provided by the Australian Valuation Office (for staff houses valued in December 1991 and Telelift system in July 1993).

The Computer-Hardware category includes computer workstations. These were not included in the 30 June 1992 figures as they were not considered to be one logical unit above \$2,000, but rather individual components each costing less than \$2,000 (that is, mouse, keyboard, screen, CPU). Under a revised definition all pieces making up a workstation are now considered to be one logical unit.

The categories of Non-Current Assets have been changed from 1991-92. The figures as at 30 June 1992 have been adjusted to reflect the new categories.

(e) Inventories

Inventories brought to account in the Statement of Supplementary Financial Information comprise goods or other property:

- held for sale; or
- to be used in the production of goods.

In 1991-92 only consumable stores items held for sale were included. In 1992-93 both consumable stores held for sale and those used in the production of goods were included. Consumable stores used in the production of goods have been valued at weighted average cost and only individual values greater than \$1,000 have been accounted for. Consumable stores held for sale were valued at net realisable value.

(f) Creditors

In accordance with the Financial Statements Guidelines for Departmental Secretaries, salaries, wages and related benefits payable to officers and employees of the Bureau have not been accounted for in the balance of creditors in the Statement of Supplementary Financial Information.

(g) Comparative figures

Actual expenditure figures for 1991-92 have been reported according to figures included in the Bureau's 1991-92 financial statements.

(h) Appropriation and budget figures

Appropriation figures comprise amounts under the Appropriation Acts, Advances to the Minister for Finance and receipts credited under section 35 of the Audit Act.

Budget figures on the Program Summary and Program Statement have been obtained from Budget Paper No. 2 with items split according to the Program Performance Statements 1992-93 Treasury Portfolio, Budget Related Paper No. 9.17. There is an additional item split for below the line salary costs based on staffing numbers which provide a more accurate budget attribution across the two sub-programs. The 1992-93 estimate of receipts to be credited pursuant to section 9 of Appropriation Bill No. 1 has been shown separately. The budget figures differ from the figure appearing in Appropriation Acts No. 1 and 2 by this estimate of receipts.

(i) Expenditure and Actual Figures

Expenditure and Actual figures appearing on all statements have been taken from the Department of Finance Central Ledger Extract and the Department of Finance Head Office Statement of Balances at end June 1993.

1992–93 Actual figures by sub-program reflect cost attribution of major Running Cost items across the two sub-programs.

Note 2

Program and sub-programs

The Australian Bureau of Statistics represents one of the programs within the Treasury Portfolio, Program 5, and is divided into two sub-programs called Statistical Operations (Sub-program 5.1) and Corporate Services (Sub-program 5.2).

A detailed explanation of the ABS program and the two sub-programs is provided in Chapters 2, 3 and 4 of this Annual Report and in the Program Performance Statements 1992–93 Treasury Portfolio, Budget Related Paper 9.17.

Details of budget and expenditure at the appropriation division, sub-division and item level for the two sub-programs are shown in the Program Statement.

Note 3

Miscellaneous receipts

The total miscellaneous receipts for 1992–93 is the net of refunds and is attributable to Sub-program 5.1, Statistical Operations. Refunds totalled \$70,598.

Note 4

User charging for legal services from Attorney-General's was introduced from 1992–93.

Note 5

Running costs (Annotated Appropriation 671.1)

This appropriation was annotated pursuant to section 35 of the *Audit Act 1901* to allow the crediting of certain receipts.

The annotated appropriation operated as follows:

<i>Program</i>	<i>Annotated Appropriation</i>	<i>Receipts</i>	<i>Appropriation</i>	<i>Expenditure</i>
	\$	\$	\$	\$
5	207,901,000	12,055,925	219,956,925	210,904,087

The arrangements for 1992-93 with the Department of Finance were that the ABS retained receipts in the following categories:

- Miscellaneous receipts (including receipts from publications, AUSSTATS, VIATEL, and TELESTATS), in excess of \$6.520 million, are shared on a dollar-for-dollar basis.
- For new and specialised statistical products and services which require substantial development or marketing resources, all receipts are retained to the limit of the resources used. Receipts in excess of this amount are dealt with in accordance with the arrangements for miscellaneous receipts.
- Receipts for non-standard products and services.
- Contributions from officers towards the provision of telephones, staff housing and SES motor vehicles.
- Contributions from officers towards the cost of conducting seminars and conferences.
- Contributions from organisations towards the cost of attendance of ABS officers at conferences and seminars.
- The sale of ABS staff housing and surplus or under-performing non-real estate assets.
- Payments from State and Territory Governments for ABS information, products and services are retained to the limit to be refunded in the States. Receipts in excess of these amounts are dealt with according to the relevant category for receipts elsewhere in the agreement.
- Payments from Advance Food Systems International Ltd (AFS) in accordance with the contract between the AFS and the ABS and the agreement between the ABS and the Department of Finance.
- Payments for user funded statistical collections, specialised register extractions and mail out services, customised data extractions, statistical consultancy services and outposted statistical services.

Note 6

**SERVICES FOR OTHER DEPARTMENTS AND
NON-DEPARTMENTAL BODIES**

The negative balance at 1 July 1991 resulted from insufficient COMCARE receipts being received by 30 June 1991. The title to the Trust Fund in the 1991–92 Annual Report was shown incorrectly as COMCARE. This title reflected the actual use made of the Trust Fund. It was established under section 60 of the *Audit Act 1901* for the payment of costs on behalf of other governments and non-departmental bodies.

Note 7

Cash on hand and at bank

The cash on hand and bank balances as at 30 June 1993 totalled \$116,008. Bank balances comprise balances of bank accounts opened pursuant to sub-section 21(1) of the *Audit Act 1901*.

	30 June 1992	30 June 1993
	\$	\$
Collector's bank accounts	..	(a)1,036
Cash advances — CPM	77,304	97,142
Credit Card Fees/advances bank accounts	4,894	(b)17,830
Other	53,109	..
<i>Total</i>	<i>135,307</i>	<i>116,008</i>

(a) \$516,198 was held in the collector's bank accounts that was not remitted to the Commonwealth Public Account at 30 June 1993. Under the revised financial statement guidelines this does not meet the definition of cash on hand and at bank. (b) In addition \$8,433 was held in the Commonwealth Public Account in corporate credit card settlement accounts. Under the revised financial statements guidelines this does not meet the definition of cash on hand and at bank.

Note 8

Receivables

Receivables totalled \$1,569,221 at 30 June 1993. The amount of unrecoverable receivables was estimated to be \$22,988 at 30 June 1993. Note that the receivable figure in the Statement of Supplementary Financial Information is net of unrecoverable debt.

<i>Receivables</i>	<i>30 June 1992</i>	<i>30 June 1993</i>
	\$	\$
Commonwealth departments	308,084	406,259
Commonwealth controlled entities	112,383	207,954
Trade/other debtors	706,992	955,008
<i>Sub-total</i>	<i>1,127,459</i>	<i>1,569,221</i>
<i>Less unrecoverable receivables</i>	<i>23,269</i>	<i>22,988</i>
<i>TOTAL (net of unrecoverable debt)</i>	<i>1,104,190</i>	<i>1,546,233</i>

Of the total amounts unpaid as at 30 June, the following amounts were overdue:

<i>Overdue</i>	<i>30 June 1992</i>	<i>30 June 1993</i>
	\$	\$
Commonwealth Departments		
Less than 30 days	4,537	212,634
30 days to 60 days	24,673	460
Later than 60 days	343	7,743
<i>Sub-total</i>	<i>29,553</i>	<i>220,837</i>
Commonwealth controlled entities		
Less than 30 days	10,053	147,205
30 days to 60 days	376	2,846
Later than 60 days	35	405
<i>Sub-total</i>	<i>10,464</i>	<i>150,455</i>
Trade/other debtors		
Less than 30 days	186,539	199,704
30 days to 60 days	33,131	46,214
Later than 60 days	51,743	68,096
<i>Sub-total</i>	<i>271,413</i>	<i>314,014</i>
<i>TOTAL</i>	<i>311,430</i>	<i>685,307</i>

Note 9

Prepayments

Prepayments as at 30 June were:

<i>Prepayments</i>	<i>30 June 1993</i>
	\$
Subscriptions	74,989
Telephones	2,001,804
Maintenance Contracts	1,245,877
Building Rental	2,108,735
Security	20,000
<i>Total</i>	<i>5,451,405</i>

Note 10

Non-current assets

Non-current assets at 30 June were:

<i>Category(a)</i>	<i>30 June 1992</i>	<i>30 June 1993</i>
	\$	\$
Land and buildings	743,250	(b)82,500
Leasehold improvements
Computer — Hardware	12,646,451	(c)18,265,720
Plant	2,256,095	(d)3,393,838
Office Equipment	1,166,127	742,621
Furniture and Fittings	131,116	200,254
<i>Total</i>	<i>16,943,039</i>	<i>22,684,933</i>

(a) In accordance with the Financial Statements Guidelines computer software is not required to be disclosed in the non-current assets at 30 June 1993. (b) Staff houses in Darwin, transferred from Australian Property Group and valued by Australian Valuation Office. (c) Computer — Hardware includes PABXs and for 30 June 1993 included computer workstations. See also note 1(d). (d) Includes Telelift system revalued by Australian Valuation Office from \$360,000 in July 1992 to \$1,700,000 in July 1993. Also includes security equipment.

Note 11

Creditors

Creditors comprise three classes:

- Publications and products — creditors arising from subscriptions for discontinued or release delayed publications or where the subscription has been cancelled.

- Statistical services for State Governments — creditors arising from the Government-to-Government Arrangements with States to provide statistical services for State Governments. Under these arrangements, State/Territory government agencies pay for statistical services in the interest of fiscal discipline. Subsequently, those payments are reimbursed to State/Territory treasuries up to agreed service levels for each State/Territory.
- Trade creditors.

<i>Category</i>	<i>30 June 1992</i>	<i>30 June 1993</i>
	\$	\$
Publications and product creditors	349,560	180,636
Statistical services for State Governments	216,824	321,508
Trade creditors	1,331,301	2,322,873
<i>Total</i>	<i>1,897,685</i>	<i>2,825,017</i>

Of the total amount of \$2,825,017 as at 30 June, the following amounts were overdue:

<i>Period overdue</i>	<i>30 June 1992</i>	<i>30 June 1993</i>
	\$	\$
Less than 30 days	1,585	67,382
30 days to 60 days
More than 60 days	..	262
<i>Total</i>	<i>1,585</i>	<i>67,644</i>

Note 12

Commitments

The ABS entered into the following commitments as at 30 June, payable as follows:

	<i>1993-94</i>	<i>1994-95</i>	<i>1995-98</i>	<i>1998-2004</i>
Purchase Orders	4,310,212
Maintenance Contracts	14,525	3,450	860	..
<i>Total</i>	<i>4,324,737</i>	<i>3,450</i>	<i>860</i>	<i>..</i>

Note 13**Contracted Expenditure**

The ABS entered into the following contracted expenditure as at 30 June, payable as follows:

	1993-94	1994-95	1995-98	1998-2004
Lease and hire expenditure	13,789,828	10,690,878	15,276,099	16,653,576
Other liabilities	2,151	180	640	—
<i>Total</i>	<i>13,791,979</i>	<i>10,691,058</i>	<i>15,276,739</i>	<i>16,653,576</i>

Note: Both the ACT and SA premises are Commonwealth owned and consequently no lease arrangements exist.

Note 14**Contingent Liabilities**

The ABS has contingent liabilities estimated to be \$154,650 – \$154,544 for common law claims and \$106 for damage to clothing.

Note 15**Guarantees and Undertakings**

No guarantees or undertakings were made during the financial year 1992-93.

Note 16**Act of grace payments**

No payments were made during the financial year 1992-93 pursuant to authorisations given under section 34A of the *Audit Act 1901*.

Note 17**Unacquitted Advances**

There were no unacquitted advances at 30 June 1992 or at 30 June 1993.

Note 18**Waiver of rights to payment of moneys**

No payments were waived during the financial year 1992-93 under subsection 70C(2) of the *Audit Act 1901*.

Note 19

Amounts written off

The following details are furnished in relation to amounts written off during the 1992-93 financial year under subsection 70C(1) of the *Audit Act 1901*.

AMOUNTS UP TO \$1,000

<i>Category</i>	<i>Amount</i>
	\$
(1) Losses or deficiencies of public moneys	1,025
(2) Irrecoverable amounts of revenue	1,918
(3) Irrecoverable debts and overpayments	125
(4) Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical	3,893
(5) Lost, deficient, condemned, unserviceable or obsolete stores	60,908
<i>Total</i>	67,869

AMOUNTS OVER \$1,000

<i>Category</i>	<i>Amount</i>
	\$
(1) Losses or deficiencies of public moneys	..
(2) Irrecoverable amounts of revenue	..
(3) Irrecoverable debts and overpayments	..
(4) Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical	..
(5) Lost, deficient, condemned, unserviceable or obsolete stores	3,997
<i>Total</i>	3,997

Note 20

Losses and deficiencies in public moneys and other property

The following action was taken during the financial year 1992–93 under Part XIIA of the *Audit Act 1901*.

	Total number	Total amount	Number where officer judged liable	Total assessed liability	Number where officer not held liable	Number pending action
		\$		\$		
Public monies						
Losses
Deficiencies	5	1,025	—	—	3	2
Property						
Losses	5	3,506	4	1
Destruction
Damage

Note 21

Resources received free of charge

During 1992–93 financial year a number of Commonwealth Departments and agencies provided services to the ABS without charge. The major services received include the following:

- Department of Finance — Accounting and budgetary information from computerised finance ledger and payroll services. Based on guidance provided by the Department of Finance a fair and reasonable value of these services is estimated to be \$82,000.
- Department of Industrial Relations — DIR represented the Bureau at the Industrial Relations Commission. No estimate is available for the rest of services provided.
- Department of Administrative Services — arranging purchasing contracts. No estimate is available for the rest of services provided.
- ACT Treasury Accommodation space for ACT Statistician at FAI House (50 metres approximately) \$16,250 per annum.

Glossary of terms

Act of grace payments

Section 34A of the *Audit Act 1901* provides that, in special circumstances, the Commonwealth may pay an amount to a person notwithstanding that the Commonwealth is not under any legal liability to do so.

Administrative expenses

Includes not just expenditure on office based activities, but all operational expenditure (excluding salaries). The item includes both direct costs and overhead expenditure: it includes, *inter alia*, minor capital expenditure which is considered part of ordinary annual services.

Advance to the Minister for Finance (AMF)

The contingency provisions appropriated in the Supply Acts and the annual Appropriation Acts Nos. 1 and 2 to meet urgent resource requirements either not foreseen at the time of preparation of the relevant Bills or erroneously omitted or understated in those Bills.

Annual appropriations

Acts which appropriate moneys for expenditure in relation to the Government's activities during the financial year. Such appropriations lapse on 30 June.

Appropriation

Authorisation by Parliament to expend public moneys from the Consolidated Revenue Fund or Loan Fund for a particular purpose, or the amounts so authorised. All expenditure (i.e., outflows of moneys) from the Commonwealth Public Account must be appropriated i.e., authorised by the Parliament. See also "Annual Appropriations".

Appropriation Act (No. 1)

An act to appropriate moneys from the Consolidated Revenue Fund for the ordinary annual services of Government.

Appropriation Act (No. 2)

An act to appropriate moneys from the Consolidated Revenue Fund for other than ordinary annual services. Under existing arrangements between the two Houses of Parliament this Act includes appropriations in respect of new policies (apart from those funded

under Special Appropriations), capital works and services and plant and equipment, and payments to the States and the Northern Territory.

Appropriation Acts (Nos. 5 and 6)

Where an amount provided in an Appropriation Act (No. 1 or 2) is insufficient to meet approved obligations falling due in a financial year, additional appropriation may be provided in a further Appropriation Act. Appropriation may also be provided in these Acts for a new expenditure proposal.

Audit Act 1901

The principal legislation governing the collection, payment and reporting of public moneys, the audit of the Public Accounts and the protection and recovery of public property. Finance Regulations and Directions are made pursuant to the Act.

Budget

Budget refers to the original budget estimates appearing in the Program Performance Statements 1992–93 Treasury Portfolio, Budget Related Paper No. 9.17.

Commitments

Relate to future obligations or intention to incur an obligation which will give rise to a future sacrifice of service potential or economic benefit. This relates to Purchase Orders raised but not yet completed.

Commonwealth Public Account (CPA)

The main bank account of the Commonwealth, maintained at the Reserve Bank, in which are held the moneys of the Consolidated Revenue Fund, Loan Fund and Trust Fund.

Consolidated Revenue Fund (CRF); Loan Fund; Trust Fund

The three funds comprise the Commonwealth Public Account (CPA).

CRF — The principal working fund of the Commonwealth mainly financed by taxation, fees and other current receipts. The Constitution requires an appropriation of moneys by the Parliament before any expenditure can be made from the CRF. These follow two forms:

- (i) annual appropriations consisting of Supply Acts (Nos. 1 and 2), the Supply (Parliamentary Departments) Act, the Appropriations Acts (Nos. 1,2 and 5,6) and the Appropriation (Parliamentary Departments) Acts (Nos. 1 and 2) (the Supply Acts relate to the first five months of the financial year and are subsumed by the corresponding Appropriation Act); and
- (ii) special or standing appropriations.

Loan Fund — Authority for its establishment comes from the Audit Act. All moneys raised by loan on the public credit of the Commonwealth are credited to the Loan Fund. Expenditures from the Loan Fund require an appropriation by Parliament and are limited to the purpose(s) for which moneys were originally raised as specified.

Trust Fund — Essentially comprises trustee funds (termed 'Heads of Trust') established under s.60 of the Audit Act (i.e., moneys held in trust for the benefit of persons or bodies other than the Commonwealth); trust accounts established under s.62A of the Audit Act (i.e., working accounts covering certain government agencies and certain other accounts in the nature of 'suspense accounts'); and trust accounts established under other Acts to meet future expenditure.

Payments made into the Trust Fund may be by way of appropriation from the CRF or Loan Fund or direct credit of private moneys. Expenditure from the Trust Fund is appropriated for (and limited to) the specific purposes of each trust account, or head of trust, by the Audit Act or the Act establishing the trust account or head of trust. Unlike the unused portion of annual appropriations, trust account balances — as with 'special' or 'standing' appropriations — do not lapse at the end of the financial year.

Contracted expenditure

Relates to liabilities of a contractual nature which remain unperformed as at 30 June 1993.

Expenditure

The total or gross amount of money spent by the Government on any or all of its activities (that is, the total outflow of moneys from the Commonwealth Public Account) (c.f. Outlays). All expenditure must be appropriated by the Parliament.

Outlays

Above the line transactions (those that determine the deficit/surplus), mainly comprising payments. In the Budget context, user charges are offset against department and agency payments to determine the net cost of providing non-marketable goods and services (commonly referred to as public goods and services) that are distributed using collective political choice, rather than through the operation of a market.

Receipts

Money flow into the Commonwealth Public Account. It is essentially an accounting concept used to present the tax and non-tax moneys paid to the Budget.

Receipts offset within outlays

Refers to receipts which are netted against certain expenditure items because they are considered to be closely or functionally related to those items. Bureau receipts recorded as Miscellaneous Receipts, as well as receipts recorded as Section 35 Receipts fall within 'Receipts Offset Within Outlays'.

Revenue

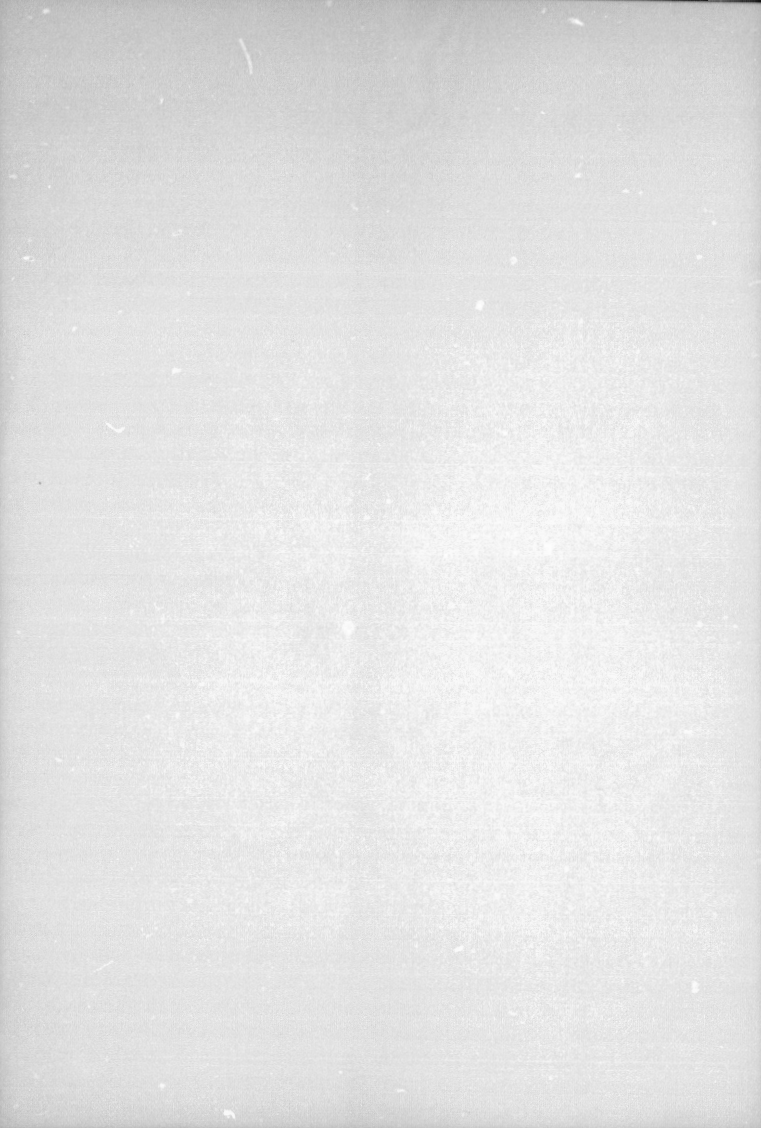
Items classified as revenue are receipts which have not been offset within outlays or classified as financing transactions. It comprises net amounts received from taxation, interest, regulating functions, investment holdings and government business undertakings.

Running costs

A term used to describe departmental appropriations for salaries and administrative expenses, including minor capital works and property operating expenses.

Trust fund

Established under section 60 of the *Audit Act 1901*, the Trust Fund holds money in trust for the benefit of persons or bodies other than the Commonwealth.



The table on the next two pages shows the expenditure for the ABS program in each of the three years 1990-91 to 1992-93, with an estimated dissection by program component. An estimate of 'direct' expenditure is shown for each component, and an estimate of 'total' expenditure is shown for each 'statistical' component. The 'total' expenditure for each 'statistical' component is also shown as a percentage of ABS program expenditure (excluding 'total' expenditure on the population census component, plant and equipment, property operating expenses and construction of facilities).

These estimates have been compiled on the following basis:

- **Direct expenditure** is all expenditure directly attributable to each component (such as salaries attributed on the basis of actual payments, and direct expenditure on overtime, and travel and subsistence) plus an estimated distribution of major corporate service overheads (such as postage, telephones, printing, etc.). General printing costs of ABS publications are attributed to the publishing component. Expenditure on plant and equipment, property operating expenses and construction of facilities is not attributed to individual components (except for the population census component).
- **Total expenditure**, for each 'statistical' component, is direct expenditure for the component plus an allocation of the direct expenditure for 'service' components according to estimated usage of the services.

This method of dissecting ABS expenditure was developed some years ago by the ABS to assist in its internal planning. It differs from the standard procedures recently introduced for cost attribution in Government program budgeting. In future years the ABS hopes to move, in its ongoing accounting systems, to a basis of cost attribution which will permit the preparation of details of expenditure by component using standard program budgeting accounting procedures.

The table below gives a comparison between the dissection of ABS program expenditure by sub-program on the direct expenditure basis (as shown in the table on the next two pages) and the dissection on the program budgeting (PB) basis (as shown elsewhere in this report):

	1990-91		1991-92		1992-93	
	<i>Direct basis</i>	<i>PB basis</i>	<i>Direct basis</i>	<i>PB basis(a)</i>	<i>Direct basis</i>	<i>PB basis(b)</i>
\$'000						
Statistical operations sub-program(c)	149,346	133,690	202,842	218,213	144,500	179,303
Corporate services sub-program	20,885	64,440	22,898	36,616	35,293	33,447
Plant and equipment(d)	1,571	..	2,099	..	1,791	..
Property operating expenses(e)	25,494	..	24,960	..	31,166	..
Construction of facilities	834	..	2,029
ABS program	198,131	198,131	254,829	254,829	212,750	212,750

(a) From 1991-92 the estimates across the two sub-programs reflect a more accurate cost attribution of administrative and property operating expenses. (b) The 1992-93 estimates reflect a more accurate cost attribution of salaries across the two sub-programs. (c) Includes plant and equipment and property operating expenses for population census, on direct expenditure basis. (d) Attributed to statistical operations sub-program on PB basis. Excludes plant and equipment for population census. (e) Excludes property operating expenses for population census on direct expenditure basis.

Note: Any differences between totals and sums of components are due to rounding.

ESTIMATES OF EXPENDITURE BY COMPONENT

Program components	1990-91			1991-92			1992-93		
	Direct \$'000	Total(a)		Direct \$'000	Total(a)		Direct \$'000	Total(a)	
		\$'000	%		\$'000	%		\$'000	%
STATISTICAL OPERATIONS(b)(c)									
Information services(d)	6,298	6,637	7,035	7,634	4.8
Publishing	3,735	4,064	3,782
Electronic dissemination	769	1,062	1,263
Marketing & public relations	1,953	2,309	2,842
National accounts(e)	2,201	3,647	2.6	2,328	3,531	2.6	2,609	3,977	2.5
International accounts	3,015	5,196	3.7	2,928	4,708	3.5	3,116	5,247	3.3
Foreign trade	2,431	4,846	3.4	2,382	4,129	3.0	2,488	4,116	2.6
Prices(f)	4,840	8,752	6.2	5,045	7,862	5.8	4,853	7,678	4.9
Financial accounts	1,301	2,307	1.6	1,476	2,401	1.8	1,525	2,452	1.6
Public sector accounts	3,105	5,768	4.1	3,387	5,039	3.7	3,726	5,424	3.4
Agriculture(f)	4,882	11,275	8.0	5,025	9,847	7.2	4,878	9,654	6.1
Mining	517	1,358	1.0	493	1,116	0.8	443	1,092	0.7
Energy	46	133	0.1	49	70	0.1	55	115	0.1
Manufacturing	4,130	8,592	6.1	3,805	8,389	6.2	3,076	6,717	4.3
Distribution industries(f)	2,378	5,182	3.7	2,736	5,136	3.8	7,216	14,765	9.4
Construction	3,189	6,341	4.5	2,919	4,885	3.6	3,048	5,263	3.3
Transport	1,423	3,456	2.4	2,216	4,026	3.0	1,887	3,419	2.2
Tourism	897	2,101	1.5	979	1,586	1.2	896	1,816	1.2
Service industries & small business(f)	191	526	0.4	470	956	0.7	1,324	3,351	2.1
Economy wide statistics(f)	662	3,618	2.6	853	4,103	3.0	946	3,590	2.3
Business surveys	2,276	6,623	4.7	2,321	6,394	4.7	2,428	5,976	3.8
Science & technology	411	743	0.5	542	842	0.6	619	1,128	0.7
Environment(f)	208	411	0.3	221	546	0.3
Integration & classification	1,587	1,747	1,653
Business register	6,529	6,343	6,586
Economic statistics systems(f)	1,507	1,289	1,510
Demography	2,657	5,181	3.7	2,767	5,455	4.0	2,724	4,386	2.8
Health & welfare(f)	2,589	6,400	4.5	3,171	7,876	5.8	3,716	9,470	6.0
Labour	8,410	34,286	24.3	8,147	33,807	24.8	9,426	35,164	22.3
Social, analysis & standards(f)	4,287	7,241	5.1	4,991	5,750	4.2	5,803	6,921	4.4
Population surveys	16,147	18,173	18,363
Data management	334
Econometric & time series analyses	637	545	0.4	738	595	0.4	969	967	0.6
Mathematical statistics	1,917	2,285	608	0.4	2,581	887	0.6
Statistical services & user liaison	3,970	7,198	5.1	4,628	6,831	5.0	3,796	5,846	3.7
Information Technology Bureau(f)	12,893	7,950	8,200
Technology planning & development	1,140	1,298	1,059
User support(f)	9,946	10,701	10,762
Economic Accounts Division support	168	196	202
Industry Division support(g)	1,229	1,514	1,661
Social & Labour Division support	446	535	476
Statistical & Information Services Division support	319	289	370
Computer Services Division support	308	212	283
CORPORATE SERVICES(c)									
Executive	4,956	5,269	5,651
Personnel management(f)	8,657	9,460	9,878
Technology training(f)	1,220	676	881
Resource management(f)	2,006	2,979	2,482
Office support(f)	3,884	3,949	4,162
Secretariat(f)	326	414	518
Internal audit(f)	284	388	325
Coordination & Management Division support	323	437	385
Total	148,992	141,315	100.0	154,779	136,351	100.0	165,032	157,601	100.0

For footnotes see end of table.

ESTIMATES OF EXPENDITURE BY COMPONENT — continued

Program components	1990-91			1991-92			1992-93		
	Direct		Total(a)	Direct		Total(a)	Direct		Total(a)
	\$'000	\$'000		\$'000	\$'000		\$'000	\$'000	
Population census(h)	21,239	28,917	..	70,962	89,390	..	14,761	22,192	..
Plant & equipment(i)	1,571	1,571	..	2,099	2,099	..	1,791	1,791	..
Property operating expenses(j)	25,494	25,494	..	24,960	24,960	..	31,166	31,166	..
Construction of facilities	834	834	..	2,029	2,029
Total	198,131	198,131	..	254,829	254,829	..	212,750	212,750	..

(a) Direct expenditure by service components is allocated to statistical components only (except for Information services — see (d)); includes estimated costs of service components allocated in accordance with usage on statistical components. (b) Excluding population census. (c) Excludes expenditure on plant and equipment, property operating expenses and construction of facilities. (d) From 1992-93, part of the Information services component has been defined as statistical, hence this part attracts an allocation of direct expenditure by service components. (e) The costs of collecting data used in compiling the national accounts are included in the respective subject matter components. (f) Figures for these components in 1990-91 and 1991-92 have been revised to reflect the structure of the program in 1992-93. (g) Including Economic Statistics Units in State offices and the Northern Territory office. (h) Includes plant and equipment and property operating expenses for population census. (i) Includes expenditure on the computer enhancement program. Excludes plant and equipment for population census. (j) Excludes property operating expenses for population census.

Note: Any differences between totals and sums of components are due to rounding.

Effective steps have been taken to minimise the risk of fraud in the ABS. Facilities and procedures in place include physical security in all ABS offices, information technology security, and the vetting of all persons joining the ABS, with special clearance arrangements for temporary employees, casual staff and frequent visitors.

Arrangements are in place for referring suspected fraud cases to the Australian Federal Police (AFP). The ABS Security Section becomes involved in investigating occurrences of fraud, should they be identified, and liaising with the AFP when required. In addition, assistance with investigating occurrences of suspected fraud may involve ABS Internal Audit, as necessary.

The ABS has identified the higher risk areas for fraud in its operations and has ensured that appropriate accounting and reporting controls are in place.

There was only one new case of fraud in 1992-93. In addition, three cases from 1991-92 were finalised and one case from 1991-92 is continuing. Details are:

1991-92 cases

1 case of falsification of medical certificates to gain paid leave to which the applicant had no entitlement. Monies were recovered from the officer and the officer dismissed from the APS.

1 case of unauthorised use of a Commonwealth vehicle, falsification of attendance records and submission of claims for use of a private vehicle to obtain benefits for which there was no entitlement. Monies were recovered from the officer and the officer was dismissed from the APS.

1 case of suspected breach of Commonwealth software copyright (possibly involving two individuals). Investigation by the AFP is continuing.

1 case of falsified travel claim. The officer's salary was reduced by an increment.

1992-93

1 case of falsification of claims for overtime. The officer was fined and reduced in classification.

FAILURE TO GAZETTE PURCHASING INFORMATION

Appendix 11

In terms of total volume of purchases, the ABS largely complied with the requirement to gazette purchase contracts valued at \$2,000 or more in 1992-93. Instances when gazettal action did not take place within two months are set out below. All instances have been subsequently gazetted.

- 6 instances valued at \$37,695 in New South Wales.
- 38 instances valued at \$173,547 in Victoria.
- 2 instances valued at \$9,267 in Western Australia.
- 2 instances valued at \$6,200 in South Australia.
- 1 instance valued at \$2,006 in Northern Territory.

Staff shortages and turnover in experienced staff, coupled with the introduction of a new computer-based financial management system were the major factors contributing to the level of non-compliance in Victoria. These issues are being addressed by local management.

The ABS takes account of the Commonwealth's standard terms for payment of accounts, which are payment 30 days from acceptance of goods or services and receipt of a correctly rendered invoice.

PAYMENT OF ACCOUNTS BY THE ABS, 1992-93
(number)

Accounts	
Received during the year	19,670
Processed for payment by the due date	16,238
Processed for payment within 30 days after the due date (i.e., 30-59 days from receipt of correct invoice)	2,684
Processed for payment later than 30 days after the due date (i.e., 60 days or more from receipt of correct invoice)	186
Received during the year but not processed for payment during the year(a)	562

(a) Received late in the year and paid in the following year.

Consultancy services

Policy on selection and engagement of consultants

ABS policy on selection and engagement of consultants is consistent with Commonwealth Procurement Guideline No.13, *Contracting for Consultancy Services*, and is contained in the ABS purchasing manual.

Selection procedures

The ABS selects and engages consultants in a way that is consistent with the objectives of 'open and effective competition' and 'value for money'. The ABS seeks to identify qualified and available consultants on the basis of open tender, selective tender, or successful tender for a similar project, previous work done and known or assessed capability, as appropriate in each case. While evaluating offers requires professional judgement, and can have a subjective element, the final decision is made on the basis of 'value for money'.

Purposes for which consultants were engaged in 1992-93

The main categories of purpose for which consultants were engaged by the ABS in 1992-93 were:

- ☐ Training. Consultants were engaged to conduct training for ABS staff where insufficient expertise existed within the ABS to provide the training, and to present sessions by experts in specialist fields.
- ☐ Public relations, publications and marketing. Consultants were engaged to supply specialist services such as video production, researching, designing and writing promotional material, and media liaison, where the specialist skills cannot be efficiently provided on an ongoing basis by the ABS.
- ☐ Other purposes. Consultants were engaged to provide expert advice and impartial review of ABS performance in specific areas of management and statistical operations.

Consultants under engagement in 1992-93

The total number of consultants under engagement by the ABS in 1992-93 and the total amount paid to them during the year, with subtotals for the main categories

of purpose for which they were engaged, are shown in the following table.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1992-93: SUMMARY

<i>Purpose</i>	<i>Number of consultants</i>	<i>Amount paid in 1992-93 (\$)</i>
Training	22	131,979
Public relations, publications and marketing	3	109,843
Other purposes	33	654,446
Total	58	896,268

All consultants under engagement by the ABS in 1992-93 are listed in the following table. The project for which each was engaged and the amount paid in 1992-93 are also shown. The consultants are listed under the the main categories of purpose for which they were engaged. If a consultant was under engagement but not paid during the year, '. .' is shown as the amount paid. The justification for recourse to consultancy arrangements is indicated, in each case, by an alphabetic symbol which is explained in a key at the end of the table. Consultancies which were publicly advertised before the consultant was engaged are indicated in each case by an asterisk. Consultancies chosen by selective tender are indicated in each case by a double asterisk.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1992-93

<i>Purpose, consultant and project</i>	<i>Amount paid in 1992-93 (\$)</i>	<i>Justification and whether advertised</i>
TRAINING		
BASS Consulting Group		
Sales training — Victorian Office	12,200	(a) *
Sales training — Central Office	10,000	(a)
Telephone and counter skills training	6,800	(a)
Pat Bowles		
Economics seminar	1,190	(a)
Wendy Carey		
Presentation skills	1,205	(c)
Barbara Cargill		
Senior management development	2,000	(a)(e)
Ron Crump		
Performance management program workshop	10,425	(a)(e)
Alan Finlay		
Continuous improvement training	1,000	(a)
Lois Grant Consulting Service		
Supervisor development program and team building	11,200	(a) **
Craig Hassed		
Stress management	1,100	(a)
Robin Hood		
Counselling for supervisors	11,250	(a)
Jack Huston		
Team building	2,400	(a)
IBM Australia Ltd		
Quality client service training courses	11,319	(a)(c)
Ken Johnson		
Statistical mapping courses	3,910	(a)(c)
Roger Kaufman		
Strategic planning workshops	8,711	(a)(c)
Margaret MacDonald Consulting Service		
Sales training	1,700	(a)

For key to symbols and footnotes see end of table.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1992-93 — *continued*

<i>Purpose, consultant and project</i>	<i>Amount paid in 1992-93 (\$)</i>	<i>Justification and whether advertised</i>
Macquarie House Organisation Middle management development	3,600	(a)(e)
Aian Mumford Manager development	2,400	(a)
Noga Consulting Services Pty Ltd ABS advanced management program	10,504	(e)
Senior management training modules	1,300	(e)
People Knowhow Conflict resolution training	2,600	(a)(c)
Personal Progress Leadership training	5,565	(e)
The Tasmanian Training and Development Network EEO workshop <i>Women as Winners</i>	1,200	(e)
Terence Teasdale Career development	4,800	(a)(c)
Sue Upton Role clarification	3,600	(a)(e)
<i>PUBLIC RELATIONS, PUBLICATIONS & MARKETING</i>		
Capital Public Affairs Consultants Editorial assistance for <i>ABS News</i>	30,285	(a)
William Goff Journalist advice for <i>Statistics Weekly</i>	8,280	(a) **
Peter Howell Editorial services for <i>Year Book Australia</i>	25,990	(a)
Preparation of 1992-93 <i>ABS Annual Report</i>	..	(a)
NRS Group Pty Ltd Production of video for ABS Corporate Module — Library Extension Program	11,811	(a) **
Production of video and audio material for Aboriginal and Torres Strait Islander survey	15,450	(a)
Professional Public Relations Pty Ltd Media and Public Relations awareness training project	18,027	(c) **

For key to symbols and footnotes see end of table.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1992-93 — *continued*

<i>Purpose, consultant and project</i>	<i>Amount paid in 1992-93 (\$)</i>	<i>Justification and whether advertised</i>
OTHER PURPOSES		
Australian Property Group Strategic property review	..	(a) **
Australian Technology Resources Assistance in FMIS implementation	71,906	(a) *
Cardy & Co NSW lease consultancy fees	2,940	(a)
Communication Research Institute of Australia Improvements to ABS publications Advice on the design, implementation of ABS main economic indicator publications	55,563 ..	(d) (a)
Computer Power Education Pty Ltd Assistance in screen design	2,120	(a)
Computer Site Project Management Environmental Monitoring System Very Early Smoke Detection System	14,425 10,000	(c) ** (c) **
Datfor Communications Audit of voice communications	19,600	(a) *
Deloitte Toss Tohmatsu Review of auditable functions	19,754	(d)
EASAMS Australia Mapping services and facilities for 1996 Census of Population and Housing	33,150	(a) **
Ernst & Young Audit of FMIS	9,150	(a)(d) **
Frank Small and Associates 1996 Census of Population and Housing — testing of census forms	17,300	(d) **
Gattorna Chorn Strategic business planning	60,362	(a)(e)
Rita Helling Developing <i>Service Excellence Matrix</i>	3,000	(d)

For key to symbols and footnotes see end of table.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1992-93 — *continued*

<i>Purpose, consultant and project</i>	<i>Amount paid in 1992-93 (\$)</i>	<i>Justification and whether advertised</i>
Imageword Pty Ltd Software evaluation	1,600	(b)
Information Resources Assistance with development of executive information system	4,000	(a)(b)
Integrated Energy Management Centre Energy audit	587	(a)
Chris Jackson Specialised computer programming	900	(a)
KPMG Peat Marwick Phase 2 of accounting consultancy services	11,383	(a) *
Lombard Smith Property consultancy	15,000	(a)
Lotus Consulting Services Group Implementation of Lotus Notes and training	108,198	(a)
More Centre Strategic planning assistance	15,000	(a)(d)
The Moreland Group Development of ABS Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy	1,650	(a) **
Oracle Systems (Australia) Pty Ltd FMIS training	3,600	(a)
Price Waterhouse Audit of ABS computer equipment	2,700	(a) **
1993 benchmarking study in IT	6,000	(a) **
Rainbow Software Pty Ltd Implementation of Rainbow Personnel System	50,587	(b)
Rider Hunt Pty Ltd Services provided for reweighting the index of prices of materials used in building other than house building	45,300	(a)(b)
Valuation of bills of quantities for OECD project	8,800	(a)(b)
Don Sams Staffing review of computer room	6,000	(c)

For key to symbols and footnotes *see* end of table.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1992-93 — *continued*

<i>Purpose, consultant and project</i>	<i>Amount paid in 1992-93 (\$)</i>	<i>Justification and whether advertised</i>
Strastra Page Building services consultancy	5,800	(a)
Sun Microsystems Australia Pty Ltd Installation of software and training	12,000	(a)
Total Assets Protection Pty Ltd Backup computer room specifications	11,671	(a)
Walteka Pty Ltd Employee work satisfaction survey	10,000	(d)
Wizard Computer Training Pty Ltd Software evaluation	1,600	(b)
Woods Bagot Pty Ltd Building evaluation for NSW Office	12,800	(a)

Key: ' ' — no payment in 1992-93.

Justification for recourse to consultancy arrangements: (a) Need for specialised skills. (b) Need for access to the latest technology and experience in its application. (c) Lack of available in-house resources. (d) Need for an independent study. (e) Need for a change agent or facilitator.

Whether advertised: * Consultancy was publicly advertised before the consultant was engaged. ** Consultant was chosen by selective tender.

Market surveys

AMOUNTS PAID BY, OR ON BEHALF OF, THE ABS TO ADVERTISING
AGENCIES(a), MARKET RESEARCH, POLLING, DIRECT MAIL AND MEDIA
ADVERTISING ORGANISATIONS, 1992-93

(\$)

<i>Name of organisation</i>	<i>Amount paid</i>
ADVERTISING	
Malcolm Auld Direct Pty Ltd	91,014
Grey Advertising Pty Ltd	18,729
Neville Jeffress Pty Ltd	106,357
John Fairfax Group Pty Ltd	1,704
Scotshouse Corporation Pty Ltd	1,495
Thomson Publications Australia	133
Australian Democrats Magazine	250
Australian Mining Monthly Magazine	1,030
MARKET RESEARCH ORGANISATIONS	
The Levita Group	5,899
Chant Link and Associates	2,064
DIRECT MAIL ORGANISATIONS	
Kwikasair	42,621
R L Polk and Co Pty Ltd	50,218
Market Research Society of Victoria	700
MEDIA ADVERTISING ORGANISATIONS	
AIS Media	52,925

(a) Excluding payments for advertising for staff recruitment purposes.

In 1992-93 the ABS had an area, for office usage, of 86,815 m² for approximately 3,665 occupants (excluding the Population Census Data Processing Centre, the Retail Census, the AGPS sub-printery and the cafeteria located in Cameron Offices). This area included office space, storage space and a computing installation on site for each office. Of the total space, approximately 50 per cent was located in Canberra, with the remaining 50 per cent in State capital cities and Darwin.

The 1991 Population Census Data Processing Centre continued to occupy 14,060 m² of office space and 10,317 m² of storage up to 31 December 1992. The 1992 Retail Census then occupied 5,315 m² for a period of 5 months at the same location. Some costs were saved by the ABS using the same location for the Retail Census.

In addition, the ABS had 700 m² of storage space for general file storage. This was located at Fyshwick, Australian Capital Territory and cost approximately \$52,700 in 1992-93. The ABS also funded the AGPS sub-printery and the cafeteria located within Cameron Offices. Costs associated with the cafeteria were recouped from the commercial operator.

Details of office usage are shown in the following table.

ABS PROGRAM: OFFICE SPACE USAGE, 1992-93

Office	Area managed (a)	Cost of area (b)	Average cost per m ²	Occupants (c)	Average cost per occupant	Average space per occupant
	m ²	\$'000	\$	no.	\$	m ²
Central Office (Canberra)(d)	43,820	12,012	274	1,742	6,895	25.1
New South Wales	9,216	3,908	424	482	8,107	19.1
Victoria	9,827	4,566	464	422	10,819	23.2
Queensland	7,462	2,440	326	299	8,160	24.9
Western Australia	5,990	1,930	322	301	6,411	19.9
South Australia	5,929	1,805	304	223	8,094	26.5
Tasmania	3,450	890	257	148	6,013	23.3
Northern Territory	1,121	258	230	48	5,375	23.3
Total	86,815	27,809	320	3,665	7,587	23.6
1991 Population Census Data Processing Centre (Sydney)(e)	24,377	2,113	86	717	2,947	33.9
1992 Retail Census (Sydney)(f)	5,315	439	82	156	2,814	34.0
AGPS sub-printery (Canberra)(g)	563	0.6	n.a.	n.a.	n.a.	n.a.
Cafeteria (Canberra)(h)	491	0.4	n.a.	n.a.	n.a.	n.a.

(a) Areas include office space, storage space and a computing installation for each office. (b) Expenditure includes rent and associated costs and is taken from Oracle Financials as at 30 June 1993, except for the Census Data Processing Centre, which is taken from the Department of Finance Central Ledger. (c) Occupant figures are taken from the Department of Finance Staffing Monitor, Table 3 (highest number of staff paid during a pay period and includes full-time, part-time and casual staff, and people employed under the Australian Traineeship Scheme; excludes paid inoperatives). (d) Excludes non-office space in Canberra for general file storage. (e) Includes more extensive storage space than other offices, and concluded on 31 December 1992. (f) Occupied for the period 1 January to 31 May 1993 only. (g) ABS meets full cost of the sub-printery located in Cameron Offices. (h) The cafeteria is operated on a commercial basis and costs are recouped.

Listed below are reports by the Auditor-General which were tabled in the Parliament during 1992-93 and which refer to the operation of the ABS, showing a summary of significant comments and recommendations which directly affect the ABS together with a summary of the action taken by the ABS.

Auditor-General's Report 28: Report on Ministerial Portfolios — Autumn Sitzings 1993 (Tabled: 5 May 1993).

The ABS was one of five agencies included in a 'cross-portfolio' audit of Human Resource Management.

The following weaknesses in the administration of temporary performance were observed:

- ☐ Instances where approval was given for officers to act on higher duties for less than three months but the period subsequently ranged from six months to almost four years.
- ☐ A significant number of staff (between 15% and 25% of total staff numbers in the offices reviewed) were found to be acting in higher positions for longer than twelve months.
- ☐ A number of long-term higher duties positions were not advertised within departments and agencies.

ACTION TAKEN: This situation is being addressed in the State offices concerned. The temporary filling of positions is now under continuous review. The introduction of a computerised personnel management system, commissioned during late 1992 to early 1993, greatly facilitates this review process.

The audit disclosed a number of shortcomings in administering overtime. These included:

- ☐ Approval of overtime by an unauthorised officer.
- ☐ Overtime records were not properly completed and signed by the supervisor.
- ☐ A number of cases where overtime payments included payments for meal breaks.

ACTION TAKEN: The delegation to approve overtime was given to Directors and equivalent classifications a number of years ago. The conditions under which delegates could approve overtime were set down in the ABS Manual of Personnel Management, widely distributed throughout the Bureau.

Consequent upon the lapses referred to in the Auditor-General's report, all supervisors and staff will be reminded, at appropriate intervals, of their responsibilities. Reminders will be issued by way of the internal staff gazette which is published weekly and distributed to all sections.

There were considerable delays in finalising two inefficiency cases.

ACTION TAKEN: The Auditor-General's comments relate to matters occurring in 1991 and earlier. Concerns about the process were subsequently advised to the Management Improvement Advisory Committee study into Australian Public Service practice regarding under-performing officers. Revised procedures were recently brought into effect and are being applied as appropriate in the Bureau.

The Bureau does not require officers to produce or hold original receipts as evidence of work-related expenses.

The Bureau should include in its guidelines and procedures provisions for sample checking on a random basis of claimants' receipts so as to verify the authenticity of the work-related expenditure. For this purpose original receipts should be retained by officers for a designated period.

ACTION TAKEN: The ABS' procedures now require officers to produce receipts for all work-related expenses, reimbursements except for newspapers and parking meter usage. In these two instances, receipts are requested for reimbursements exceeding \$500. The \$500 limit is currently under review and may well be lowered.

Some staff have insufficient training in administrative responsibilities.

ACTION TAKEN: The Bureau continues to emphasise the responsibilities of managers for the efficient administration of their work units. To this end, all middle managers are expected to participate in relevant supervisory and management courses which the Bureau provides for staff. A Middle Management Development Program was specifically designed, and is run on a continuing basis, to provide training to staff with administrative and management responsibilities. As at 30 June 1993, a total of 93 officers had completed the program.

Auditor-General's Report 29: Aggregate and Departmental Financial Statements 1991-92 (Tabled: 5 May 1993).

The audit report on the financial statement for the year ended June 1992 was unqualified.

A number of instances were found where the internal controls and checks inherent in the Finance Regulations and Directions had not been carried out which detracted from overall controls.

ACTION TAKEN: Remedial action has been taken to correct the matters identified.

For further information on the above audit reports, the contact officer is Mr Graeme Walker, Director, Internal Audit, telephone (06) 252 7112.

Listed below are reports of Parliamentary Committee inquiries which were concluded during 1992-93 and were of relevance to the operation of the ABS, showing a summary of significant comments and recommendations which directly affect the ABS, together with a summary of action taken by the ABS.

Senate Standing Committee on Transport, Communications and Infrastructure, *Aspects of Heavy Road Vehicle Charges* (Tabled: 9 December 1992).

In concluding that the database on taxes and charges paid by the road industry is inadequate, the Committee recommended that:

"a high priority be given to reviewing the data base for the purposes of developing details which are industry specific and attributable to the classes of vehicles and other components used in the industry which attract taxes and charges".

"the Treasury, the Australian Taxation Office, and the Australian Bureau of Statistics, when developing a data base for the industry, do so in full consultation with the National Road Transport Commission, the industry and its representative organisations to ensure a format is designed which meets user requirements".

At 30 June 1993 the Government response to the report had not been tabled in the Parliament.

However, with regard to these recommendations, the ABS conducts a number of statistical collections relating to transport issues, including the Survey of Motor Vehicle Use, the Motor Vehicle Census, New Motor Vehicle Registrations, and the Interstate Freight Movements Survey. It is also developing a Transport Industry Survey. The ABS therefore has a particular interest in any such review and will continue its practice of consulting with interested organisations when developing statistics.

Senate Standing Committee on Legal and Constitutional Affairs, *The Cost of Justice — Foundations for Reform* (Tabled: 4 May 1993).

The Committee recommended that:

"the Australian Bureau of Statistics collect and publish, on a continuous basis, statistical material relevant to the legal profession and the operation of the legal system in Australia. The Australian Institute of Judicial Administration should analyse, assess and prepare reports on this information".

At 30 June 1993 the Government response to the report had not been tabled in the Parliament.

However, with regard to this recommendation the ABS already has a range of initiatives underway to expand the collection of statistical material relevant to the legal profession and the operation of the legal system in Australia. This includes another survey of the legal services industry (first conducted for 1987-88), and possibly conducting similar surveys in future years, but not annually. Furthermore, as a result of a recent major ABS review of the demand for criminal court statistics and the ability of jurisdictions to supply data for a national collection, a national Criminal Courts Statistics Unit is to be established. The costs of the project will be met by the Commonwealth, States and Territories. The Bureau has indicated that it is prepared to discuss any additional collection requirements over and above those already proposed for the legal profession.

House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs, *Mainly Urban* (Tabled: 17 December 1992).

The Committee recommended that:

"In Commonwealth, State and Territory Government programs aimed at assisting the Aboriginal and Torres Strait Islander population, the relevant demographic data should be disaggregated to allow more precise policy formulation and program delivery".

"In the 1993-94 national statistical survey, the Census population categories (major urban, rural local and other rural) should be included".

"The Minister for Aboriginal and Torres Strait Islander Affairs in conjunction with the Aboriginal and Torres Strait Islander Commission and State and Territory Ministers develop a strategy with appropriate funding to address the backlog of Aboriginal and Torres Strait Islander housing needs over the next 10 years as a matter of high priority".

At 30 June 1993 the Government response to the report had not been tabled in the Parliament.

However, with regard to the first of these recommendations, small area profile tables for Aboriginal and Torres Strait Islander people from the 1991 Census are being released progressively and are expected to be completed in August 1993.

With regard to the second recommendation, statistical output from the National Aboriginal and Torres Strait Islander Survey to be conducted by the ABS in 1994, will be available for the population categories of major urban, other urban, rural locality and other rural.

With regard to the recommendation about housing needs, the ABS has assisted ATSIC to conduct a survey of Aboriginal and Torres Strait Islander people's housing and infrastructure needs.

Joint Committee of Public Accounts — Report No. 318: *Commonwealth Support for Public Sector Research and Development* — Volume 1 of a report on Research and Development (Tabled: 25 June 1992); and

Joint Committee of Public Accounts — Report No. 324: *Commonwealth Support for Private Sector Investment in Research and Development* — Volume 2 of a report on Research and Development (Tabled: 4 May 1993).

At 30 June 1993 the Government response to these reports had not been tabled in the Parliament.

Reports 318 and 324 made several recommendations which are relevant to the ABS. These are listed below along with the ABS' comments on them.

318–23

"The Australian Bureau of Statistics collect and regularly publish sufficient information on research contracts let to private industries by Government agencies to allow regular monitoring of the extent of this practice".

As part of its regular Research and Development (R&D) surveys program, the ABS collects data on:

- Payments made by Commonwealth, State and local government authorities to other organisations for the conduct of R&D.
- Funds obtained by private businesses from government authorities for the conduct of R&D.

These statistics are published every two years in *Research and Experimental Development, General Government and Private Non-profit Organisations, Australia* (ABS Catalogue No. 8109.0) and *Research and Experimental Development, Business Enterprises, Australia* (ABS Catalogue No. 8104.0). These statistics should provide sufficient information to measure trends in research work contracted out to the private sector.

318-33

"The Australian Bureau of Statistics regularly collect data on the nature and extent of private sector environmental research, and publish detailed breakdowns of publicly and privately performed R&D research".

The ABS currently produces statistics on public sector R&D classified by socio-economic objective which separately identifies environmental R&D. The viability of the collection of such data from private businesses was trialled successfully in the 1991-92 Business Enterprise Survey and it has now been incorporated into the regular R&D survey program.

324-28

"The Government provide additional funds for research into the process of innovation, the effect of government assistance on private sector investment in innovative activities, and the efficacy of different forms of support for private sector investment in R&D and the commercialisation of this research".

The ABS has already commenced investigations into the possibility of collecting and publishing data relating to innovation.

**Joint Committee of Public Accounts — Report
No. 323: Managing People in the Australian Public
Service — Dilemmas of Devolution and Diversity
(Tabled: 4 May 1993).**

The Committee recommended that:

“The Australian Bureau of Statistics monitor the relative salaries of public sector employees against comparable categories in the private sector and publish this information regularly on an annual basis.”

On 16 June 1993 the Minister for Finance transmitted to the Committee a Finance Minute which indicated that the Government intends to provide a comprehensive and integrated response to the committee's recommendations in due course.

However, with regard to this recommendation, the ABS conducts an annual survey of employee earnings and hours, from which it compiles data on the composition and distribution of earnings, classified by sector, industry, occupation, sex, adult/junior and managerial/non-managerial status. Results are published in *Distribution and Composition of Employee Earnings and Hours, Australia* (ABS Catalogue No. 6306.0).

From that survey, tables can be compiled presenting comparisons between employees of the Commonwealth Government and the private sector in terms of average weekly ordinary time and total earnings and earnings per hour, for various occupations as described in the Australian Standard Classification of Occupation. Comparisons with other employees in the public sector can also be provided if required. For the purposes envisaged by this Recommendation, comparisons would best be made for full-time adult employees. As estimates at detailed occupation level will be based on relatively small samples, a dissection by sex would not be advised. There would be limited interest in a table of this type at detailed occupation level. The ABS would, therefore, not include such a table in its annual publications, but can make it available upon request.

The ABS contributed submissions to the following Parliamentary Committees during 1992–93.

**House of Representatives Standing Committee on
Legal and Constitutional Affairs:** Inquiry into the protection of confidential personal and commercial information held by the Commonwealth.

Joint Committee of Public Accounts: Inquiries into Reports by the Auditor General, Nos. 7 (1991-92), 23 (1991-92, and 1 (1992-93).

Senate Select Committee on the Functions, Powers and Operation of the Australian Loan Council.

As required by section 8 of the *Freedom of Information Act 1982*, the following statement is given about the structure of the ABS and how members of the public can gain access to information held by it.

ABS establishment, organisation and functions

See pages 5 to 9 of this report.

Powers

The decision-making powers of the ABS and other powers associated with the discharge of its functions affecting members of the public are: the power to collect statistics including the power to appoint agents, to ask or require persons to provide information, and to enter into premises other than private accommodation for the purpose of collecting statistics; the power to initiate prosecutions against persons failing to supply information; and the power to publish statistics and release information.

Consultative arrangements

See the references to the Australian Statistics Advisory Council and the annual Conference of Statisticians on page 7 of this report.

Categories of documents

Documents open to public access upon payment of a fee — the ABS does not hold these types of document.

Documents available for purchase or customarily available free of charge — see pages 26 to 33 of this report.

Other documents

Government and Parliament: various policy-related documents, ministerial briefings, ministerial correspondence, replies to Parliamentary questions, and tabling documents.

Conferences etc.: agenda papers, submissions, and records of proceedings of internal and external conferences, management meetings, workshops etc.

Statistical and statistical service projects: research, development and evaluation papers; records of consultations with suppliers and users of data; statistical classifications; lists of businesses etc.; maps; data collection, processing and publication manuals and instructions; mailing lists; statistical returns; and statistical data holdings.

Administration and management: work program and planning documents; finance, staff and establishment papers and manuals; personnel files; files relating to recruitment, selection and promotion of staff; staff development and training papers; office services documents; and tenders.

Privacy: a record of the extent and nature of the ABS' holdings of personal information, as contained in the *Personal Information Digest* published by the Privacy Commissioner.

General: correspondence, papers etc. filed by subject, manuals or more general subjects, reviews and administrative circulars.

Where to get information

The ABS offers an initial contact point, for all requests for access to documents and information, by means of a central information service located within an Information Services Section in each of the ABS Central and regional offices, as listed below:

Australian Capital Territory (Central Office)

Telephone: (06) 252 6627
Facsimile: (06) 253 1404
Mail: PO Box 10, Belconnen, ACT 2616
Counter: Unit 5, Cameron Offices, Chandler Street, Belconnen

New South Wales

Telephone: (02) 268 4611
Facsimile: (02) 268 4668
Mail: GPO Box 796, Sydney, NSW 2001
Counter: 3rd Floor, St Andrew's House,
Corner Kent and Bathurst Streets, Sydney

Victoria

Telephone: (03) 615 7000
Facsimile: (03) 615 7798
Mail: GPO Box 2796Y, Melbourne, Vic. 3001
Counter: Level 5, North Tower, Rialto,
525 Collins Street, Melbourne

Queensland

Telephone: (07) 222 6351
Facsimile: (07) 229 6042
Mail: GPO Box 9817, Brisbane, Qld 4001
Counter: 13th Floor, 313 Adelaide Street, Brisbane

Western Australia

Telephone: (09) 323 5140
Facsimile: (09) 221 2374
Mail: GPO Box K881, Perth, WA 6001
Counter: Level 1, Hyatt Centre, 30 Terrace Road,
East Perth

South Australia

Telephone: (08) 237 7100
Facsimile: (08) 237 7566
Mail: GPO Box 2272, Adelaide, SA 5001
Counter: 55 Currie Street, Adelaide

Tasmania

Telephone: (002) 20 5800
Facsimile: (002) 20 5995
Mail: GPO Box 66A, Hobart, Tas. 7001
Counter: 1st Floor, 175 Collins Street, Hobart

Northern Territory

Telephone: (089) 432 111
Facsimile: (089) 811 218
Mail: GPO Box 3796, Darwin, NT 0801
Counter: 5th Floor, MLC Building, 81 Smith Street,
Darwin

Freedom of information inquiries

All inquiries concerning access to documents under the *Freedom of Information Act 1982* may be directed on weekdays, between 8.30 a.m. and 4.30 p.m., to the Freedom of Information Contact Officer, Australian Bureau of Statistics, Unit 5, Cameron Offices, Chandler Street, Belconnen, ACT (PO Box 10, Belconnen, ACT 2616); telephone (06) 252 5760.

Freedom of Information Act 1982 — ABS activities during 1992-93

Facilitating access to available statistical information, subject to the confidentiality provisions of the *Census and Statistics Act 1905*, is a major function of the ABS and application of the provisions of the *Freedom of Information (FOI) Act 1982* within the ABS needs to be viewed against that background. The following table provides details of FOI activities during the years 1988-89 to 1992-93 inclusive.

FOI ACTIVITIES, 1988-89 TO 1992-93
(number)

	1988-89	1989-90	1990-91	1991-92	1992-93
Requests received for					
Statistical information	1	2	1	2	2
Personal papers	1	..	2	..	3
Administrative documents	5	2	3
<i>Total</i>	7	2	3	4	8
Decisions made					
Access granted in full	2	1	1	1	2
Access granted in part	1
Request transferred to another agency	1
Request withdrawn	3	1	3
Access refused(a)	..	1	..	1	..
Documents not in existence	2	1
<i>Total</i>	6	3	2	4	6
Decisions outstanding at end of year	1	..	1	1	2
Review of decisions by principal officer	1
Appeals to Administrative Appeals Tribunal	1

(a) In accordance with the provisions of sections 38, 40, 41, 42, 43 and 45 of the *Freedom of Information Act 1982*.

For cases finalised in 1992-93, the average time taken to respond to requests was 24 days.

Comprehensive information on the Act has been supplied to all ABS staff. Responsibilities for matters relating to the operation of the *Freedom of Information Act 1982* within the ABS is exercised by the Coordination and Management Division in Canberra, and authority for decision making under the Act has been delegated to the First Assistant Statistician (a Senior Executive, Band 2) in charge of that Division.

Officers of the Division have attended meetings of the FOI Practitioners' Forum and training courses run by the Attorney-General's Department.

Implementing the provisions of the *Freedom of Information Act 1982* during 1992-93 required less than one staff year of effort.

In accordance with section 6 of the *Australian Bureau of Statistics Act 1975*, the following proposals for collection of information for statistical purposes were tabled in both Houses of Parliament during 1992-93.

PROPOSALS FOR COLLECTION OF STATISTICAL INFORMATION

<i>Date tabled(a)</i>	<i>Statistical collection(b)</i>
18 August 1992	Research and development statistics Australian and New Zealand Standard Industrial Classification units survey Survey of interstate road freight movements Census of mining businesses Census of electricity and gas businesses Survey of activity in the music and performing arts industries
14 October 1992	1991-92 services industries surveys 1991-92 wholesale industry survey New topics in the monthly population survey: New South Wales — household safety; Victoria — home safety products; Western Australia — conservation of energy, water and the environment; and South Australia — women's employment patterns Survey of training and education Survey of employer training expenditure Supplementary topic for the monthly population survey: Career experience
5 November 1992	Survey of labour demand Survey of pay periodicity Survey of industry output measures Survey of freight movements
12 November 1992	Survey of disability, ageing and carers Supplementary topics for the monthly population survey: Work in selected culture/leisure activities; National crime victims; and National child care

... continued

PROPOSALS FOR COLLECTION OF STATISTICAL INFORMATION — *continued*

<i>Date tabled(a)</i>	<i>Statistical collection(b)</i>
25 November 1992	Survey of retail units 1991-92 survey of direct sellers Survey of foreign investment — supplementary coverage collection
16 December 1992	Supplementary topic for the monthly population survey: Transition from education to work
5 May 1993	Survey of venues staging music and performing arts in 1992 Household expenditure survey Supplementary topic for the monthly population survey: Rental investors Nursery industry collection Survey of inbound tourism operators
6 May 1993	Survey of labour demand — expansion
12 May 1993	Supplementary topic for the monthly population survey: Working arrangements Manufacturing industry survey Business expectations survey
26 May 1993	Survey of foreign investment — derivative instruments collection Survey of international trade in services — new annual collections and consolidation of existing collections 1992-93 service industries surveys Survey of foreign investment — collection of additional data on returned earnings

(a) If the proposal was tabled on different dates in the two Houses of Parliament, the earlier of the two dates is shown. (b) Unless otherwise indicated by the title, the statistical collection is a national project.

Disclosure of lists of names and addresses

In accordance with clause 6 of the *Determination (Statutory Rules 1983 No. 19)* made under section 13 of the *Census and Statistics Act 1905*, details of the following disclosures of lists of names, addresses and other information to the specified Department or authority were tabled in both Houses of Parliament in 1992-93.

<i>Date tabled</i>	<i>Information released</i>
5 November 1992	Names and addresses of agricultural establishments, to Australian Meat and Livestock Corporation Names and addresses of agricultural establishments, to Australian Bureau of Agricultural and Resource Economics

The ABS is committed to the Government's strategies of social justice and access and equity and undertakes activities in support of the Government's policies on the status of women.

Social justice strategy

The social justice strategy is aimed at achieving a fairer, more prosperous and more just society for all Australians through:

- ☐ Fair distribution of economic resources.
- ☐ Equal access to essential services such as housing, health care and education.
- ☐ Equal rights in civil, legal and industrial affairs.
- ☐ Opportunity for participation by all in personal development, community life and decision-making.

Under the strategy, the social impacts of programs are identified and improvements are pursued. Social impacts can be long term, immediate, direct and indirect. How people are affected may be related to characteristics like socioeconomic status, age, sex, language, race, location and disability.

Access and equity strategy

One significant element of social justice as a whole is the access and equity strategy. It has the objective of ensuring that all Australians — regardless of first language, birthplace, religion, race or cultural heritage — enjoy the same rights and opportunities. Under this strategy, programs are designed and delivered in ways which reflect the needs, characteristics and circumstances of their intended clients, so that access and equitable entitlement are assured.

Policies on status of women

The objectives of the National Agenda for Women serve as the focus for the development and implementation of the Government's strategy for women. These objectives are designed to ensure that women's needs are fully taken into account in the development and administration of government policies and programs, and that these policies and programs operate to improve the status of women by providing economic security and independence, freedom from discrimination, and equality of opportunity in all spheres of activity.

Support for social justice, access & equity, & status of women

ABS support for social justice, for access and equity, and for government policies on the status of women, is primarily in the form of statistics that are available to government and community groups for developing and monitoring strategies in these fields. The ABS also takes steps to overcome linguistic and cultural barriers in the collection of data.

Statistics produced by the ABS which relate to people are normally shown separately for males and females. In fact, sex is the most common characteristic by which people are classified in ABS statistical output. Data are also available for particular groups in the community such as Aborigines, migrants, and aged and disabled people and the people who care for them. Areas covered by ABS statistics include education, labour force participation and experience, earnings and hours worked, household income and expenditure, child care, families, time use and health. ABS publications include analysis relating to issues of social justice, access and equity, and the status of women.

Over the years the ABS has been very conscious of issues related to social justice, access and equity, and the status of women, and has a good record of meeting statistical needs relating to these issues. Consideration of these issues is taken into account in the ABS corporate plan and in the ABS annual three-year forward work program.

The Treasurer's portfolio access and equity statement for 1992-1994, which includes an ABS component, was published in the second half of 1992.

Overcoming barriers to access & equity

Potential barriers to access and equity and ABS activities to overcome them are as follows:

- ☐ In determination of the work program. Access and equity considerations are addressed in determination of the ABS' work program through consultation with government and community groups involved in developing and monitoring strategies to achieve access and equity objectives, so that their needs for statistics and the benefits of statistics for their work will be recognised. This is done as a matter of course for relevant program elements through ongoing contact which each of the ABS subject matter units maintains with suppliers of data and users of statistics. It is done particularly at times when the ABS is reviewing its activities in a particular field of statistics or is developing a new statistical collection. It is considered that this procedure is working

satisfactorily and that it currently does not involve any barriers to access and equity.

- In collection of statistical data. Barriers to access and equity in relation to collection of statistical data are self-identifying, in that responses will not be forthcoming, will be incomplete or will be otherwise inadequate, from persons included in statistical collections who, for linguistic or cultural reasons, are unable to understand a request for data or to supply data. Prior to conduct of a collection, considerable effort is put into designing, and often pilot testing, questionnaires or interview approaches so that they can be easily understood and responded to. Difficulties are generally identified and overcome at this stage. The ABS advises respondents in languages other than English, when appropriate, of requests to provide data and, where necessary, makes arrangements for interpretation to assist respondents to provide data. The ABS will continue to take steps of this kind when reviewing procedures for existing collections and when developing new collections.
- In the monthly population survey and all other ABS household surveys where data is collected by interview, an interviewer who is knowledgeable in the appropriate language and culture is assigned to conduct an interview in a case where there is difficulty interviewing a household in English. In general the interviewers in the larger cities, between them, speak a large number of languages, such as Chinese, Croatian, French, German, Greek, Italian, Lebanese, Serbian, Turkish and Vietnamese. Where a respondent speaks a language not spoken by an interviewer, the services of a specialist interpreter are obtained. Aboriginal interviewers are employed to assist in collecting information for household surveys conducted in Aboriginal communities. Particularly in the case of the national Aboriginal and Torres Strait Islander Survey, the ABS recognises that the survey information will be best collected by the Aboriginal people themselves and will recruit and train Aboriginal and Torres Strait Islander interviewers wherever possible. The majority of the members of the advisory groups established by the ABS to design the survey are Aboriginal or Torres Strait Islander people, and a number of Aboriginal people have joined the survey development team.
- In dissemination of statistics. Barriers to access and equity could arise if potential users of statistics are not aware of their availability or if statistics are not presented in a manner which is suitable for supporting development and monitoring of

strategies to achieve access and equity objectives. The ABS strategic marketing plan addresses these barriers. The marketing vision is that 'we will know who our clients are and what they want, and provide services tailored to their needs'. The plan includes objectives and strategies for achieving the vision. In addition the ABS makes its publications available at no cost to public libraries, and conducts a library extension program to improve community access to its publications through libraries and raise community awareness of statistical information.

- In relation to employment opportunity. The ABS is committed to the principle of equality of opportunity in all matters related to employment of its staff, and has an equal employment opportunity (EEO) program. Barriers to access and equity in relation to employment opportunity are addressed in that program. Details of activities directed towards EEO in the ABS are given in appendix 5.
- In relation to awareness by ABS staff of access and equity requirements. Barriers to access and equity can arise if staff are not aware of access and equity issues. Steps are taken to maintain and improve the awareness by staff of access and equity issues, particularly through personnel development activities. Attention is given to access and equity considerations in training of staff to achieve a greater understanding and awareness of ABS clients and their needs.

ABS action in 1992-93

The more significant action taken by the ABS during 1992-93 which supports or enhances social justice, access and equity, and government policies on the status of women, is noted below. Many of the activities have already been mentioned elsewhere in this report. Activities to promote EEO within the ABS are fully covered in appendix 5 and are not repeated here.

Publications of particular interest released during the year include the following:

- *Census 91 — Census Counts for Small Areas* (ABS Catalogue No. 2370.1-8).
- *Census 91 — Social Atlases* (ABS Catalogue No. 2840.4-6).
- *Basic Community Profiles and Aboriginal Profiles* (ABS Catalogue No. 2722.0-8).
- *State/Capital City Comparisons* (ABS Catalogue Nos. 2731.0 and 2733.0).

- *Women in Australia* (ABS Catalogue No. 4113.0).
- *Work Patterns of Women, Victoria* (ABS Catalogue No. 6204.2).
- *Women's Employment Patterns, Adelaide Statistical Division* (ABS Catalogue No. 6215.4).
- *Social Indicators, Australia* (ABS Catalogue No. 4101.0).
- *Persons Employed at Home, Australia, March 1992* (ABS Catalogue No. 6275.0).
- *Persons Not in the Labour Force, Australia* (ABS Catalogue No. 6220.0).
- *1988–89 Household Expenditure Survey, Australia: The Effects of Government Benefits and Taxes on Household Income* (ABS Catalogue No. 6537.0).
- *1990 Survey of Income and Housing Costs and Amenities: Characteristics of Dwellings, Australia* (ABS Catalogue No. 4133.0).
- *1990 Survey of Income and Housing Costs and Amenities: First Home Buyers, Australia* (ABS Catalogue No. 4137.0).

Some other activities of particular interest include the following:

- The final results from the 1991 Census of Population and Housing provided in a range of publications and other media, information on a number of topics of interest in relation to social justice, access and equity, and the status of women, including sex, birthplace, usual place of residence, education qualifications, income, labour force status, occupation, birthplace of parents, year of arrival in Australia, Aboriginal and Torres Strait Islander origin, language use and religion. This provides a large amount of benchmark information for groups concerned with developing and monitoring strategies to achieve social justice, access and equity, and government policies on the status of women.
- An extensive national consultation program was undertaken to seek input to the determination of content and procedures for the 1996 Census. As well as advertising this program in major daily newspapers, submissions were sought from groups with known interest in the Census. Submissions were received from groups representing women, people from non-English speaking backgrounds, people with a disability and Aboriginal and Torres Strait Islander people.

- The ABS is developing a first National Aboriginal and Torres Strait Islander Survey. Its purpose is to provide Aboriginal and Torres Strait Islander people, the Commonwealth Government, and State and Territory Governments with the most needed statistics in a range of social, demographic, health and economic areas. This will provide a strong information base for planning to meet the objectives, aspirations and needs of Australia's indigenous peoples, and for measuring progress.

The survey arises out of the royal Commission into Aboriginal Deaths in Custody, which noted the paucity of information about the Aboriginal and Torres Strait Islander populations of Australia as a whole.

The survey is being designed to obtain a much broader range of national information than the Census of Population and Housing is able to provide. A widespread consultation process with Aboriginal and Torres Strait Islander organisations, government and academic agencies and interested individuals about the preferred content of the survey took place throughout the year. The results of this consultation were provided to a number of technical advisory groups established by ABS to help it design the survey, and to an umbrella Survey Advisory Committee chaired by Commissioner Charles Jackson of ATSIC. A series of initial tests were conducted culminating in a major test of the survey in mid-1993. These tests will be extended in future months before starting the full survey in the fourth quarter of 1993-94.

- The addition of 140 more libraries to the library extension program, with 440 libraries now participating. These libraries are extending their collections of ABS publications and matching them to the needs of their local communities.
- Preparation of a statistical report on women's health. This will include information on a range of issues including violence against women, occupational health, health status, health actions including hospitalisation, reproductive health including use of contraceptives and causes of death/life expectancy. The analysis in this publication will highlight gender differences and differences between groups of women using characteristics such as country of birth, age and income.
- Preparation of a report on Aboriginal health which will include comparisons with the non-Aboriginal population.

- ❑ Commissioning of a video on the ABS aimed at making people of non-English speaking background aware of the statistics and services available which, in eight different languages, has been shown consistently on SBS-TV.
- ❑ Extra questions on child care and other family reasons for difficulties in finding work were included in a survey of the job search experience of unemployed persons conducted in July 1992.
- ❑ Conduct of a career experience survey as a supplement to the February 1993 labour force survey, which included questions on career breaks, career opportunities and child care usage.
- ❑ Development of questions to identify Aboriginal and Torres Strait Islander people in the annual labour force experience survey.
- ❑ Development of a working arrangements survey, as a supplement to the August 1993 labour force survey, which will obtain information about the flexibility of working arrangements, shift work, etc.
- ❑ Conduct of the last two of four enumeration periods of a national time use survey. Among other things, the data from the survey will be used to update and improve the estimates of unpaid household work contained in the ABS publication *Measuring Unpaid Household Work: Issues and Experimental Estimates* (ABS Catalogue No. 5236.0). The ABS consulted representatives of women's interests and others in the design of the survey, the results of which will be released in December 1993.
- ❑ Processing of data from a survey of families which addresses, amongst other issues, family support within and outside households in matters such as income, employment, education, transport, accommodation and care for family members including children. Representatives of women's interests and others were consulted during the development of the survey. The results of the survey will be released in August 1993.
- ❑ Conduct of a survey of disability, ageing and carers, which addressed issues of labour force participation, educational attainment and lifestyle limitations of people with disabilities and handicaps. The ABS consulted representatives of women's interests and others in the development of this survey. The results will be released in December 1993.
- ❑ Conduct of a child care survey in June 1993 which addressed a range of child care issues, including arrangements made by working parents for the care of sick children.

- In the light of demand for inter-censal estimates of the Aboriginal and Torres Strait Islander population, re-examination of the quality of data from the Population Census and from registrations of births and deaths.
- Conduct of a survey of training and education in April-May 1993, which collected details on age, sex, country of birth, employment status, education qualifications and training. The survey also addressed a range of associated issues, including equity of access to training for people with child care responsibilities, the unemployed and people with disabilities.
- Development of an annual social report, *Australian Social Trends* 1993, the first issue of which is planned for release in 1994. This will present statistical analysis and commentary on a wide range of current social issues within the following broad areas of interest: population, families, health, education, work, income, housing and religion. Where appropriate data will be analysed according to social groups including women, Aboriginal people, migrants, etc.
- Development of a national survey of household expenditure to be conducted in 1993-94 to obtain information about what goods and services consumers buy, and how the patterns of expenditure varies between households. Results of the survey will show the characteristics of population groups, such as the aged and disabled, single parent families, pensioners, low income earners and the unemployed.
- Development of a national survey of income and housing costs. Results from the survey will provide information about the level and sources of income and how income is distributed in Australia, and will relate level of income to characteristics such as age, labour force status, marital status, educational qualifications, and family size.
- Research, in conjunction with various organisations with responsibility for ethnic issues, to design a range of statistical products tailored to meet needs for data on ethnic community groups. The research has resulted in the development of a package of four different products, each designed to suit a variety of uses. The package, to be called *The Ethnic Communities Package*, is based on information from the 1991 Census of Population and Housing, and will be available by the end of 1993.

Special projects were undertaken by the ABS for other agencies, including the following:

- ❑ Development commenced on a set of regional concordances. These regions include Statistical Local Areas, Commonwealth Employment Service regions and Aboriginal and Torres Strait Islander Commission regions. Funding for the consultancy has been provided under the Social Justice Program and the project is being coordinated by the Department of Employment, Education and Training. When complete, the concordances will enable social welfare and other statistics to be compared on a common geographic basis.
- ❑ For the Aboriginal and Torres Strait Islander Commission (ATSIC), assistance was provided in the processing, interrogation and tabulation of data collected in its 1992 National Housing and Community Infrastructure Needs Survey of Aboriginal and Torres Strait Islander people. This work was carried out in close association with the Australian Construction Services and the survey project managers, to assist ATSIC in detailed analysis and research into housing and community infrastructure issues.
- ❑ Provision of speakers on statistical aspects for seminars on access and equity in capital cities and regional centres throughout Australia for Australian Public Service managers conducted by the Office of Multicultural Affairs in association with the Royal Institute of Public Administration Australia.
- ❑ Drafting, for the Office of Multicultural Affairs, and in consultation with other government agencies, of a handbook for Australian Public Service managers on the collection and use of ethnicity data, to assist agencies in developing and compiling access and equity performance indicators.

The ABS has continued to work closely with the Office of the Status of Women (OSW) on the development and maintenance of indicators to measure progress in the achievement of the objectives of the National Agenda for Women and on the development of relevant statistical collections. The annual update of Gender Equality Indicators for publication in the budget report on the National Agenda for Women was completed for the OSW.

Officers of the ABS prepared the following professional papers which were presented or published 1992-93.

A. Adam: *The ABS population projections: overview and evaluation*. Published in *Journal of the Australian Population Association*, vol. 9, no. 2, 1992.

C. Aspden: *Measuring multifactor productivity*. Presented to OECD/ECE meeting of National Accounts Experts, Paris, June 1993.

A. Barbetti: *Input-Output Tables: Describing the Shape of Australia's Economy*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), April 1993.

A. Barbetti, I. Bobbin, D. de Silva and Thiep van Ho (Bureau of Industry Economics): *Input-output: derived tables for Australia based on a Japanese input-output model*. Presented to the Regional Science Association Conference, Ballarat, Victoria, December 1992.

D. Bennison and P. Cairns: *New Approaches to Providing Online and Other Electronic Services from the Australian Bureau of Statistics*. Published in *Information Online and On Disc 93 : Making the Connection : the Electronic Frontier*. Proceedings of the 7th Australasian Information Online and On Disc Conference and Exhibition, Sydney, January 1993.

K. Churchill: *Modern Demographic Trends*. Presented to the Australian Cemeteries and Crematoria Association, 5th Annual Conference, Hobart, September 1992.

J. Cornish: *Population Changes and Movements*. Presented to the Urban Development Institute of Australia, 22nd National Congress, Gold Coast, Queensland, March 1993.

D. Elazar and D. Lawrence: *Effects of labour force compositional changes on average earnings series*. Presented to the Western Australian Labour Market Research Centre, Curtin University, Perth, March 1993.

D. Farrell: *Marketing statistics: the Ultimate Challenge?* Published in the *Australian Institute of Management Magazine*, June/July 1993.

R.P. Green: *Marketing and dissemination of official statistics in Australia*. Presented to Federal and Provincial Government Officers at Statistics Canada, Ottawa, October 1992.

J. Griffin-Warwicke: *Australia's Foreign Debt*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), November 1992.

G. Hawthorne: *Output Databases and the Population Census in the Australian Bureau of Statistics*. Presented to the Oracle Asia Pacific User Conference, Melbourne, December 1992.

T. Imhoff: *Mapping Statistical Information*. Paper presented at the Australasian Urban and Regional Information Systems Association Conference, Gold Coast, November 1992.

T. Johnson: *State Accounts: Trends in State and Territory Economic Activity*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), September 1992.

E. Maitland: *The role of the Australian Bureau of Statistics in assisting regional development*. Published in the *Central Queensland Journal of Regional Development*, March 1993.

D. McGeachie: *Application of the provisional Central product Classification by the Australian Bureau of Statistics*. Presented to the Voorburg Group on Service Statistics, Seventh Meeting, Williamsburgh, Virginia, October 1992.

J. Palmer . . . [et al.]: *Mobility and locational disadvantage within Australian cities : social justice implications of household relocation*. Published as Report 2 by the Department of the Prime Minister and Cabinet, 1992.

F. Parsons: *Setting up and Updating of an Establishment Frame/Business Register*. Presented to the International Seminar on Use of Sampling Methods and Setting Up of an Earnings Statistics Survey System in Countries in Transition to Market Economy, Berlin, February 1993.

F. Parsons: *The Use of Sampling in Establishment Surveys and Australian Practice*. Presented to the International Seminar on Use of Sampling Methods and Setting Up of an Earnings Statistics Survey System in Countries in Transition to Market Economy, Berlin, February 1993.

R. Rogers, W. Pattinson and G. Mitchell: *Implementation of the Model Survey of Computer Services*. Presented to

the Voorburg Group on Service Statistics, Seventh Meeting, Williamsburg, Virginia, October 1992.

R. Rogers and W. Pattinson: *The Composition and Structure of the Computer Services Industry in Voorburg Group Meeting Countries*. Presented to the Voorburg Group on Service Statistics, Seventh Meeting, Williamsburg, Virginia, October 1992.

G. Salou and C. Kim: *The Business Cycle in Australia: 1959 to 1992*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), August 1992.

G. Salou and C. Kim: *Leading Indicators of the Australian Business Cycle: Performance over the last Two Decades*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), October 1992.

G. Salou and C. Kim: *An Experimental Composite leading Indicator of the Australian Business Cycle*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), May 1993.

C. Soloff: *The Economic Importance of Sport and Recreation*. Published in *Australian Economic Indicators* (ABS Catalogue No. 1350.0), June 1993.

T.J. Skinner: *ABS Social and Labour Statistics Futures*. Presented to the Australian Population Association Conference, September 1992.

T.J. Skinner, S. Gardiner, A. King: *The ABS and Criminal Justice Statistics*. Presented to the Australian Institute of Criminology Conference on Measurement and Research Design in Criminal Justice, Griffith University, Queensland, August 1992.

D. Williams: *Statistics with a Map and a Compass*. Presented to the Australian Marketing Industry Conference, Adelaide, August 1992.

B. Wong: *Issues in the design of crime victim surveys*. Presented to the Conference on Measurement and Research Design in Criminal Justice, Griffith University, Queensland, August 1992.

Special articles have been included in most ABS annual reports to present information and views on important longer-term or broad issues affecting the nation's statistical service. A list of the articles in earlier annual reports is given below, showing in brackets after each article title the year of the annual report in which the article appeared and the part of that report where it can be found.

The collection of information (1976-77; section 2)

Forward planning in the ABS (1977-78; section 2)

Preparations for the 1981 census of population and housing (1978-79; section 2)

The accuracy and reliability of estimates of national income and expenditure (1979-80; section 2)

Minimising reporting burden (1980-81; section 2)

A decade's work program (1981-82; section 2)

The ABS program of population surveys (1983-84; pages 7 to 11, supplemented by appendix 5)

The ABS program of industry collections (1984-85; pages 8 to 13, supplemented by appendix 5)

Dissemination of statistics by the ABS (1985-86; pages 9 to 14)

ABS corporate plan (1986-87; chapter 2)

Health statistics and the report of the Better Health Commission (1986-87; chapter 3)

The role of a national statistical office (1986-87; appendix 10)

Statistics and privacy (1987-88; chapter 3)

Media liaison for ABS health survey (1987-88; appendix 12)

A quart out of a pint pot (1988-89; chapter 2) — this article examines how the ABS increased significantly the range, timeliness and quality of its statistical products and services over the preceding 13 years, with a static level of resources

Household expenditure surveys in Australia : A chronology (1988-89; appendix 15)

Complaints to the Australian Press Council (1988-89; appendix 16)

The ABS in the market-place (1989-90; chapter 2)

The 1991 census of population and housing (1990-91; chapter 2)

This report is in compliance with 'Guidelines for the Content, Preparation and Presentation of Annual Reports by Statutory Authorities' which were tabled in the Parliament on 11 November 1982 and endorsed by the Government in the policy information paper *Policy Guidelines for Commonwealth Statutory Authorities and Government Business Enterprises* (October 1987).

Departmental annual report requirements for 1991-92 issued by the Department of the Prime Minister and Cabinet in April 1992, which were based on 'Guidelines for the Preparation of Departmental Annual Reports — April 1991' tabled in the House of Representatives on 10 April 1991 and in the Senate on 11 April 1991, provide — paragraph 1.12 of the preamble — that it is appropriate for authorities whose operations are similar to those of departments to consult the requirements and comply with them to the extent that it is reasonable to do so. This has been done in the preparation of this report.

In the requirements a specific reporting requirement is that

To demonstrate its compliance with these requirements, the annual report is to contain an index showing where in the report the content relating to each requirement numbered in these requirements is located. If any requirement was not applicable to the department during the year, the index of requirements is to show this. If for any other reason a requirement was not met, the reason is to be shown.

The specific reporting requirements numbered in the requirements are listed below, under headings appearing there. Following each requirement (or group of requirements) is an indication, in bold type, of where in the report the content relating to the requirement is located, or an indication that the requirement was not applicable to the ABS during the year. The text of each requirement is shown together with its identifying number, except in some instances where a requirement was not applicable to the ABS. The background material and elaboration shown with the requirements are not included below.

SECRETARY'S STATEMENT

01. The annual report is to contain a statement by the Secretary that the report has been prepared under subsection 25(6) of the *Public Service Act 1922* and in accordance with requirements referred to in subsection 25(7) of the *Public Service Act*.

Page iii.

02. If the report has (or if parts of it have) been prepared under any legislation other than section 25 of the *Public Service Act* and other than legislation (for example the *Freedom of Information Act 1982*) which may be deemed to have been mentioned by virtue of the mention of these requirements, the Secretary's statement is to specify the legislation.

Not applicable.

03. The annual report is to contain a statement by the Secretary that subsection 25(6) of the *Public Service Act* requires the report to be furnished to the Minister as soon as practicable after 30 June, that the effect of subsection 34C(2) of the *Acts Interpretation Act 1901* is to require the report to be furnished on or by 31 December, and that subsection 25(8) of the *Public Service Act* requires the Minister to cause a copy of the report to be laid before each House of the Parliament within 15 sitting days after the day on which the Minister received the report.

Page iii.

04. If, at the time the text of the annual report is finalised, the Secretary knows that the annual report will not be, or has not been, furnished to the Minister on or before 31 December, the annual report is to contain a statement referring to subsection 34C(4) and/or 34C(7) of the *Acts Interpretation Act*, as appropriate, and providing such explanation of the circumstances as the Secretary is at that stage able to give.

Not applicable.

AIDS TO ACCESS

05. The annual report is to contain a table of contents.

Pages vi-vii.

06. If the length of the annual report is 50 pages or more, there is also to be an alphabetical index, covering the contents of any appendixes as well as the contents of the main body of the report.

Pages 169-177.

07. The annual report is to give details (title, address, telephone number) of the contact officer to whom enquiries or comments about the report may initially be addressed.

Page vii.

CORPORATE AND PORTFOLIO OVERVIEW

OBJECTIVES

08. The annual report is to contain:

- (a) a statement of the department's corporate objectives (and/or goals, mission, role, functions), with a summary of any significant changes to them during the year; and
- (b) an explanation of the way in which the annual report provides a basis for an assessment of the department's achievements in relation to those objectives etc., and particularly of progress made during the year.

Pages v and 5. There was no change to the ABS mission or to the objective of the ABS program

SOCIAL JUSTICE OVERVIEW

09. The report is to contain an overview of social justice issues from a corporate perspective.

Page 12 and appendix 20.

CORPORATE STRUCTURE

10. The annual report is to contain an organisation chart (or organisation charts) with any explanatory matter necessary in understanding it, showing the corporate structure (or organisation) of the department, as at the end of the reporting year. The relationship between corporate structure and program structure is to be indicated, with specific reference to the allocation of responsibilities for program and corporate management.

Appendix 2.

11. The annual report is to contain a summary of any significant changes in the structure of the department during the year.

There were no significant changes in the structure of the ABS during the year. However, considerable thought was given to organisational issues involved in meeting the main challenges facing

the ABS in the longer term. This is reported on pages 9-10.

PORTFOLIO LEGISLATION AND STATUTORY AUTHORITIES

12, 13, 14, 15, 16, 17

Not applicable. However, the principal legislation determining the functions and responsibilities of the ABS is listed on page 5.

NON-STATUTORY BODIES (NSBs)

18, 19(a)-(f), 20(a)-(f), 21(a)-(e)

There were no NSBs of which the ABS was the parent body.

GOVERNMENT COMPANIES

22, 23, 24

Not applicable.

EEO IN APPOINTMENTS

25. The annual report is to show, in relation to positions on bodies about which the department records information using the Appoint (or equivalent) software:

- (a) the total number of positions filled as at 30 June;
- (b) of that number, the number filled by people belonging to each of the EEO target groups;
- (c) the number of appointments made during the year; and
- (d) of that number, the number of appointments of people belonging to each of the EEO target groups.

Not applicable.

MAJOR DOCUMENTS

26. The annual report is to contain such a list of documents as might, in the Secretary's judgment, contribute to a due understanding of the operation of the department.

Appendixes 19, 21 and 22. See also *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0), which is referred to on page 22 of this report.

PROGRAM REPORTING

ACTIVITIES

27. The annual report is to contain a separate section for each program, which discusses the major activities undertaken by the department.

28. The annual report is to identify the operational approaches adopted and issues confronted in the implementation or maintenance of each program over the past year. Descriptions are to be provided of program activities and outputs, including those related to or arising from evaluations and program planning and review exercises.

Chapters 2, 3 and 4.

SOCIAL JUSTICE (INCLUDING ACCESS AND EQUITY)

29. The annual report is to contain a summary of action taken by the department during the year to enhance the social justice outcomes of its programs.

30. The report is to contain information on progress in implementing the portfolio's A&E plan.

Appendix 20.

HUMAN RESOURCES

STAFFING OVERVIEW

31. Staffing information in annual reports is to include data (as at 30 June) on:

- (a) the total number of employees, disaggregated by classification and location;
- (b) full-time and part-time staff numbers;
- (c) numbers employed under the *Public Service Act 1922*;
- (d) temporary staff; and
- (e) the numbers of men and women in the department and in various categories of employment.

32. Senior Executive Service information is to include data (as at 30 June) on:

- (a) level;
- (b) gender;
- (c) gains and losses;

Appendix 3.

- (d) intra-agency mobility;

Page 55.

and

- (e) participation in staff development activities.

Page 55 and appendix 4.

33. The annual report is to contain a summary of significant developments during the year in relation to staff management issues, such as staff appraisal schemes or office structures implementation.

Pages 56-57.

PERFORMANCE PAY

34. Departments (as agencies with three or more staff eligible to receive performance pay) should report the total number of eligible individuals, and the aggregate amount paid in performance pay.

35. Where the number of eligible individuals is six or more, reports should show the distribution of payments made as percentages of the maximum permissible individual payments.

Not applicable.

TRAINING

36. The annual report is to show:

- (a) the total amount of the department's annual payroll;
- (b) the amount of the minimum training requirement in relation to the department;
- (c) the net eligible training expenditure by the department during the year (with subsidies or reimbursements deducted); and
- (d) the amount of the training guarantee shortfall (if any) which the department became liable to pay.

37. The annual report is also to show:

- (a) the total number of people in the department at the end of the financial year;
- (b) the total number of person days spent on participation by staff in eligible training programs during the year;
- (c) the total number of staff who participated in eligible training activities during the year; and
- (d) of that number, the number belonging to each of the following categories: women, people of non-English-speaking background, Aboriginal or Torres Strait Islander people and people with disabilities.

38. The annual report is to contain a list of the categories of eligible training programs on which the department spent money during the year.

39. The report is also to refer, as the Secretary considers appropriate, to departmental activities during the year in relation to work experience, staff development and training, including those activities not eligible under the training guarantee legislation.

Appendix 4.

INTERCHANGE SCHEME

40. The annual report is to show:

- (a) the number of departmental staff members who commenced and the number who completed work placements with other employers under the interchange scheme during the year;
- (b) the total number for the year:
 - (i) the number identifying themselves as members of each of the following categories: women, people of non-English-speaking background, Aboriginal or Torres Strait Islander people, and people with disabilities; and
 - (ii) the number whose APS employment was in Canberra and the number whose APS employment was outside Canberra;
- (c) the number of people who commenced and the number who completed work placements in the department under the interchange scheme during the year; and
- (d) of the total number for the year:
 - (i) the number identifying themselves as members of each of the following categories: women, people of non-English-speaking background, Aboriginal or Torres Strait Islander people, and people with disabilities; and
 - (ii) the number whose APS placements were in Canberra and the number whose APS placements were outside Canberra.

One ABS officer commenced a work placement with another employer, and one person commenced a work placement in ABS, under the interchange scheme. Neither identified themselves as members of the groups designated in (b) (i) above.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

41. The annual report is to contain a report on the implementation and operation of the department's

EEO plan, covering EEO efforts in State/Territory and regional offices as well as in the central office, and showing results, in accordance with the PSC's Guidelines referred to above [i.e. in the background material and elaboration included in the annual report requirements].

Appendix 5.

INDUSTRIAL DEMOCRACY

42. The annual report is to contain a report on the implementation and operation of industrial democracy plans in the department required under subsection 22C(10A) of the *Public Service Act 1922*, in accordance with the Department of Industrial Relations' guidelines referred to above [i.e. in the background material and elaboration included in the annual report requirements].

Appendix 6.

OCCUPATIONAL HEALTH AND SAFETY

43. The annual report is to include details of the following matters:

- (a) the occupational health and safety policy of the department (or authority) during the financial year, including details of:
 - (i) any agreement made with employees relating to occupational health and safety;
 - (ii) the establishment of committees to deal with occupational health and safety matters; and
 - (iii) the selection of health and safety representatives;
- (b) measures taken during the year to ensure the health, safety and welfare at work of employees and contractors of the department (or authority);
- (c) statistics of any accidents or dangerous occurrences during the year that arose out of the conduct of undertakings by the department or authority and that required the giving of notice under section 68;
- (d) any investigations conducted during the year that relate to undertakings carried on by the employer, including details of all:
 - (i) tests conducted on any plant, substance or thing in the course of such investigations;
 - (ii) directions given to the employer under section 45 during the year; and
 - (iii) notices given to the employer under sections 30, 46 and 47 during the year; and
- (e) such other matters as are prescribed.

44. Where, under the Act or an other law by or in accordance with which a Commonwealth authority is established or incorporated, an annual report of the activities of the authority is not required to be prepared with a view to its being laid before each House of the Parliament — and where a controlling interest in the authority is not held, either directly or indirectly, by another Commonwealth authority in respect of the activities of which an annual report is so required — details, in relation to the first-mentioned authority in relation to the financial year, of the matters referred to in requirement No. 43 above are to be attached to the annual report of the department or a department administered by the Minister responsible for the authority.

Appendix 7.

POST-SEPARATION EMPLOYMENT

45. The annual report is to show in respect of each application received by the department during the year [from a former staff member, under chapter 13 of the *Guidelines on Official Conduct of Commonwealth Public Servants*] the nature of the applicant's departmental work (if appropriate, in terms of paragraphs 13.8 and 13.9), the general nature of the outside work (paragraph 13.10), and the outcome of the application (paragraphs 13.18–13.21).

There were no applications received by the ABS.

OTHER RESOURCES

FINANCIAL STATEMENTS

46. The annual report is to contain audited financial statements prepared in accordance with the *Financial Statements Guidelines for Departmental Secretaries* issued by the Minister for Finance under section 50AA of the *Audit Act 1901*, from time to time; and the related report of the Auditor-General.

Financial statements for entities conducting commercial activities which are subject to a determination under section 41D of the *Audit Act 1901* are to be presented, together with the Auditor-General's report, as part of the department's annual report, or published in a separate annual report. Financial statements for such entities are to be presented in accordance with the *Guidelines for Financial Statements of Commonwealth Entities* issued by the Minister for Finance from time to time, unless

transitional or other arrangements have been agreed with the Department of Finance.

Appendix 9.

FRAUD CONTROL

47. The annual report is to contain a summary of any action taken by the department during the year:

- (a) to assess the risk of fraud; to develop and implement plans or other arrangements for fraud control; and to review those arrangements regularly;
- (b) to develop arrangements for referring fraud cases to the Australian Federal Police (AFP) and/or the Director of Public Prosecutions; and
- (c) to increase staff awareness of fraud and provide training for staff in the prevention, identification and detection of fraud.

48. The annual report is to contain a statement of the department's policy in relation to dealing with instances of loss to the Commonwealth to determine whether fraudulent action has occurred.

49. The annual report is also to show:

- (a) the number of cases referred to the AFP for investigation;
- (b) the results (in summary, not in detail) of any completed prosecution action;
- (c) the level of staffing and associated resources used in the investigation of fraud cases and the use of services provided by other departments and agencies;
- (d) the number of cases handled using administrative remedies, for example disciplinary procedures under the *Public Service Act 1922*; and
- (e) the amount of monies recovered, both by administrative action and use of the judicial process.

Appendix 11.

CLAIMS AND LOSSES

50. The annual report is to show:

- (a) details of any such [i.e. insurable or manageable] claims or losses which individually resulted in net costs to the Commonwealth of \$50 000 or more; and
- (b) aggregate costs, together with the number of incidents, for claims and losses falling into the following categories: \$10 000-\$20 000, and \$20 000-\$50 000.

51. The annual report is to provide an explanation of any significant variations in inter-year comparisons, and details of measures taken to improve risk management and reduce the incidence of claims and losses.

Page 60 and appendix 7.

PURCHASING

52. The annual report is to contain a list of any instances, of which the department is aware, of its failure during the year to gazette invitations, or to gazette purchase arrangements within 3 months, showing the reasons for such failures and the remedial action proposed or taken.

Appendix 12.

INFORMATION TECHNOLOGY PURCHASING ARRANGEMENTS

53. The annual report is to contain a certification by the Secretary/head of agency that IT purchasing policies have been adhered to, including some indication of the internal guidelines/procedures used to satisfy himself/herself regarding compliance.

Page 51.

PAYMENT OF ACCOUNTS

54. Taking account of the Commonwealth's standard terms of accounts payment 30 days from acceptance of goods and services and the receipt of a correctly rendered invoice, the annual report is to show:

- (a) the number of accounts received during the year;
- (b) the number of accounts processed so that payment is received prior to the due date;
- (c) the number of accounts processed for payment on the due date (or processed 2 days or more before the due date);
- (d) the number of accounts processed for payment within 30 days after the due date;
- (e) the number of accounts processed for payment later than 30 days after the due date; and
- (f) the number of accounts received during the year but not processed for payment during the year, with such explanatory notes as the Secretary considers appropriate.

Appendix 13.

CONSULTANCY SERVICES

55. The annual report is to contain a summary of the department's policy on the selection and engagement of consultants, its selection procedures, and the main categories of purposes for which consultants were engaged during the year.

56. The total number of consultants under engagement during the year is to be shown, and the total amount paid to consultants during the year, with explanatory notes as necessary if the consultants under engagement during the year were not in all cases the same as the consultants paid during the year.

57. Subtotals of numbers and amounts are also to be shown in relation to particular programs or broad categories of purposes.

58. Each consultancy valued at \$2 000 or more is to be listed in the annual report, except where the large number of consultancies renders this impractical. The listing is to:

- (a) indicate the name of the consultant;
- (b) describe the project;
- (c) show its cost; and
- (d) provide, in concise terms, a justification for the decision to have recourse to consultancy arrangements.

Appendix 14.

59. Irrespective of the detail shown about each consultancy, the report is to indicate that a complete listing of consultancies (including those valued at less than \$2 000) is available from the department on request.

A complete listing of consultancies is given in appendix 14.

60. Listings of consultancies in the annual report or provided separately are to identify by footnote those which were publicly advertised before the consultant was engaged.

Appendix 14.

CAPITAL WORKS MANAGEMENT

61. The annual report is to include the following information about each approved capital work (that is, construction — including fitout — of buildings and engineering structures) costing not less than \$6m (including associated fees):

- (a) a description of each work examined by the Parliamentary Standing Committee on Public Works and approved for construction commencement, and the estimated cost of the work at the time of construction approval;
- (b) the project delivery system (for example, one or several contracts covering design, documentation, construction supervision and construction; single or multiple construction contracts; fixed price contracts or contracts with rise and fall clauses);
- (c) the contract price(s) of the work;
- (d) cost increases attributable to the impact of actual inflation between the time when the work received final approval for construction and the time when contracts were let (including use of tender stage write-up allowances or tender stage write-down amounts);
- (e) net cost increases/savings attributable to actual foreign currency transactions, relative to the exchange rates assumed in the estimated cost of the work when final approval for construction was obtained;
- (f) expenditure of rise and fall allowances under the contracts;
- (g) other cost variations and reasons for the variations;
- (h) estimated total expenditure to date on the (uncompleted) work;
- (i) estimated time of completion of the (uncompleted) work;
- (j) actual cost of the (completed) work; and
- (k) information about outstanding claims for extras relating to the completed work.

The ABS was not involved in any such capital works.

PROPERTY USAGE

62. For each separate program and program element, the annual report is to show:

- (a) overall office usage by each program and program element, expressed in terms of:
 - rental charges, including outgoings (expressed in dollar terms per square metre)
 - square metres of office space for each occupant;
- (b) non-office space giving, for each program and program element, details of the properties (number, type of property, etc.) and rents paid. Any comments by Australian Estate Management on departmental or program property use also should be incorporated in the report;
- (c) dead rent relating to each program and program element, detailing the extent and cost of space

- not occupied for more than 6 months and the reasons for each such case (e.g. disposal action pending, termination date of lease); and
- (d) valuations relating to the properties of each program or program element which are exempt from a rent or capital use charge, identifying each such property, its asset valuation and the basis for that valuation.

Appendix 15.

MARKET SURVEYS

63. The annual report is to include a statement setting out particulars of all amounts paid by, or on behalf of, the department (authority) during the financial year to:

- (a) advertising agencies;
- (b) market research organisations;
- (c) polling organisations;
- (d) direct mail organisations; and
- (e) media advertising organisations;

and the persons or organisations to whom those amounts were paid.

Appendix 14.

EXTERNAL SCRUTINY

REPORTS BY THE AUDITOR-GENERAL

64. The annual report is to contain a list showing the titles and tabling dates of reports by the Auditor-General which were tabled in the Parliament during the year and which refer to the operation of the department

65. In relation to each listed report by the Auditor-General, the annual report is to summarise:

- (a) significant comments and recommendations which directly affect the department; and
- (b) action taken by the department during the year in response to such recommendations, and, in relation to cases where recommendations were not accepted, the department's reasons.

66. The annual report is to list significant items raised in reports of the Auditor-General in previous years for which remedial action is not yet completed, quoting the date of the Auditor-General's report. The annual report may refer readers elsewhere for further information.

67. The annual report is to identify the contact point for such requests [i.e. requests for complete details of comments and recommendations of the Auditor-General relating to the department, and of the action taken by the department].

Appendix 16.

INQUIRIES BY PARLIAMENTARY COMMITTEES

68. The annual report is to contain a list of Parliamentary Committee inquiries which were concluded during the year; and which examined any aspect of the operation of the department or were of significant relevance to the operation of the department; and to the response to which the department contributed or expects to contribute.

69. In relation to each Parliamentary Committee inquiry listed in accordance with the previous requirement, the annual report is to contain a summary of:

- (a) any significant comments and recommendations which directly affect the department;
- (b) any action taken by the department during the year in response to those recommendations; and
- (c) in any case where the Government's response to a recommendation indicates that the recommendation has not been accepted, the reasons for the response.

Appendix 17.

70. The annual report is also to list Parliamentary Committee inquiries (if any) to which the department contributed submissions during the year.

The ABS did not make any submissions to Parliamentary Committee inquiries during the year.

COMMENTS BY THE OMBUDSMAN

71. The department's annual report is to show the number (if any) of:

- (a) reports to the department made by the Ombudsman under section 15 of the *Ombudsman Act 1976* during the year;
- (b) reports under sections 16, 17 or 19 of which the department is aware, which were made by the Ombudsman during the year, and which contain significant comments about the department.

72. The annual report is to contain:

- (a) a summary of significant comments and recommendations in each listed report as they relate to the operation of the department in general; and
- (b) a summary of action taken by the department during the year in response to those comments and recommendations (or in response to comments and recommendations in reports made in previous years) as they relate to the operation of the department in general.

73. The annual report is to show the amounts of each Act of Grace payment (if any) which relates to the department and which was made during the year, following a recommendation of the Ombudsman.

There were no such reports or payments.

DECISIONS OF COURTS AND ADMINISTRATIVE TRIBUNALS

74. The annual report is to contain a list of any judicial decisions or decisions of administrative tribunals handed down during the year which significantly affected, or in the Secretary's view could in future significantly affect, the operation of the department, including any such decisions which have service-wide implications and of which the Attorney-General's Department has notified the department.

75. There is to be:

- (a) a summary of such parts of each listed decision as relate to the department;
- (b) a summary of their effect on the operation of the department, including any consequent changes in the management of the department; and
- (c) where no action has been taken to remedy defects identified in listed decisions, a summary of the reasons.

76. The report is also to summarise, and describe briefly the effect on the operation of the department of, any decisions which were handed down prior to the reporting year, but which (or aspects of which) first had a significant effect on the operation of the department during the year.

There were no such decisions.

FREEDOM OF INFORMATION (FOI)

77. The department's annual report is to contain information of the kinds set out in subsection 8(1) [of the *Freedom of Information Act 1982*] in relation to the

department and any agency in the Minister's portfolio which does not produce its own annual report and in relation to which such information is not included in the annual report of another department in the same portfolio.

Appendix 18.

PRIVACY

78. The annual report is to list the date of each occasion (if any) during the year, on which a copy of a report was served on the department by the Privacy Commissioner under section 30 of the Privacy Act.

79. In relation to each listed occasion, the annual report is to contain a summary of:

- (a) the act or practice about which the Commissioner reported;
- (b) any recommendations in the Commissioner's report;
- (c) the department's response to the Commissioner's report, including any steps taken to prevent a repetition of the act or continuation of the practice; and
- (d) any further action taken by the Commissioner under section 30 in relation to the act or practice.

80. The annual report is to contain in relation to each determination under section 52 served on the department during the year a summary of:

- (a) the nature of the complaint investigated by the Commissioner;
- (b) any declarations or findings of the Commissioner in the determination;
- (c) any significant changes to the practices or procedures of the department introduced as a result of comments by the Privacy Commissioner in the determination; and
- (d) any subsequent action taken for review or enforcement of the determination.

81. The annual report is also to contain a summary of any action during the year in relation to a report under section 30 or a determination under section 52 served on the department in an earlier year.

82. The annual report is to show the date on which each determination (if any) made by the Privacy Commissioner during the year, under section 72 in relation to an act or practice of the department took effect.

83. The annual report is to contain a summary of the act or practice in relation to which each such determination was made.

**There were no such reports,
determinations or actions.**

CLIENT COMMENTS

84. The annual report is to contain a brief description of any measures in place expressly for monitoring and handling complaints about the operation of the department received from its clients. Any significant changes in those measures during the year are to be summarised.

85. The report is to contain a summary of the main areas of any dissatisfaction monitored or handled by such measures, and a summary of any changes to the operation of the department introduced as a result (or largely as a result) of complaints or suggestions by clients outside the APS.

Page 14.

IMPACT MONITORING

BUSINESS REGULATIONS

86, 87

Not applicable.

STATUS OF WOMEN

88. The annual report is to contain a summary of the activities of the women's unit or mechanism of the department during the year.

Appendix 20.

ENVIRONMENTAL MATTERS

89. The annual report is to contain a summary of any action in relation to environmental matters, which the department has taken during the year and which the Secretary considers should be drawn to attention.

Pages 60-61.

90. The annual report is to indicate whether during the year the department took any action in relation to which the Minister had indicated under subsection 30(1) of the *Australian Heritage Commission Act 1975* that he or she was satisfied there was no acceptable alternative.

91. The annual report is to identify any proposed action about which the department informed the Commission under subsection 30(3) of the Act during the year, with a summary of the outcome.

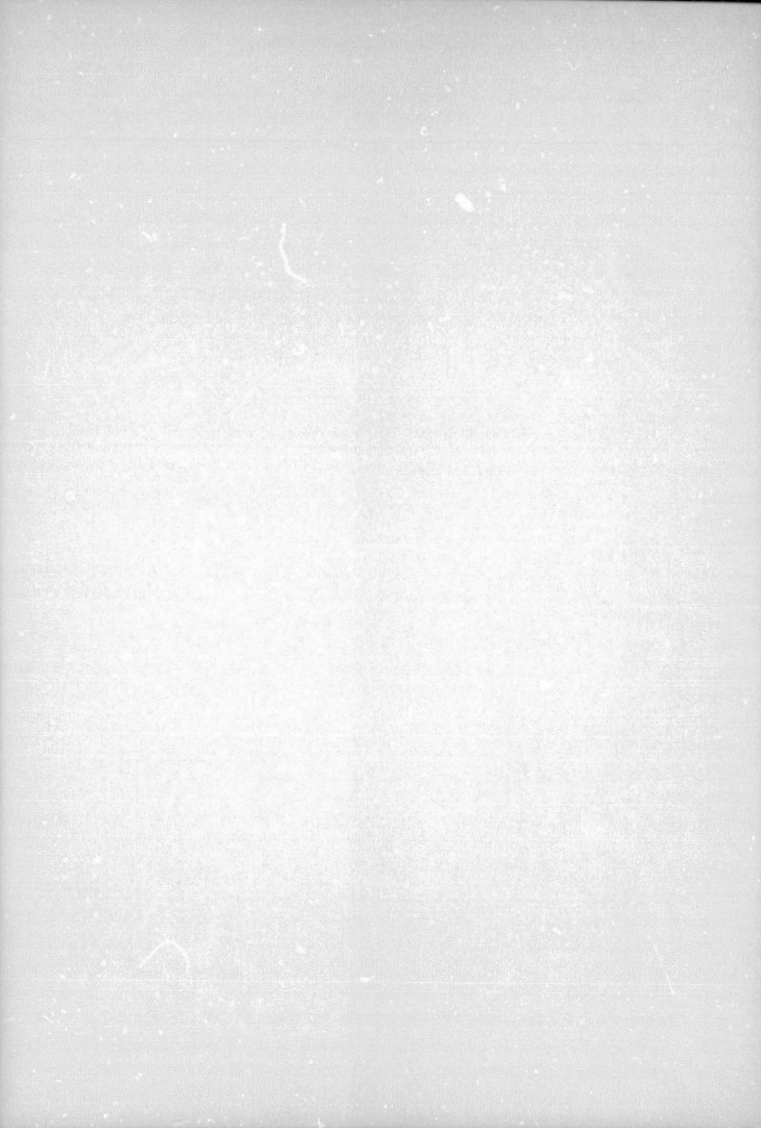
92. The annual report is to identify any matters in relation to which action was taken by the department during the year to give effect to, and take into account the outcomes of, procedures approved under section 6 of the *Environment Protection (Impact of Proposals) Act* 1974.

93. The annual report is to contain a summary of such actions and their outcomes.

Not applicable.

94. The annual report is to contain such information as the Secretary considers appropriate to meet the Government's requirement for reporting on the department's energy use and energy efficiency improvement measures it has undertaken during the year.

Pages 60–61.



INDEX

- Aboriginal and Torres Strait Islander people
 - 2-3, 34, 172-3
 - staff members 108-11
 - social equity 187-95
 - statistical data 55
 - surveys 2-3, 59, 62
- ABS bookshops 27
- ABS program 5-16, 83-4
 - description 5-8
 - financial resources 8
 - human resources and organisation 8-9
 - management and planning 9-12
 - objective 5
 - security of ABS data holdings 13-16
- access and equity 187-95
 - library extension program 189-90, 192
 - status of women 187-95
- accommodation services 76
- accounting policies 131-41
- accounts payment 155
- act of grace payments 139
- addresses, disclosure of 185
- administration
 - see* management
- administrative expenses 125
 - corporate services sub-program 127, 129
 - statistical operations sub-program 127-8
- administrative law
 - freedom of information statement and activities 177-81
- advances unacquitted 139
- advertising agencies, amounts paid to 164
- agency bargaining 70
- agency evaluation plan 11
- AGCC (Australian Government Credit Card) 77
- agriculture component 20, 24, 41-3
- AgStats on Floppy Disk* 42
- amounts written off 140
- annual reporting guidelines 203-21
- annual reports (earlier) special articles 201-2
- archives 76-7
- Asia Pacific Co-operation (APEC) 4, 36
- Asia-Pacific region activities 3
- ASCO (Australian classification of occupations) 53, 59
- assets and liabilities 130-41
 - non-current 130, 137
- assets management 76
- audit (internal) 80
- Auditor-General's reports 167-9
- AUSSTATS
 - PC Ausstats—On-line Time Series Data Service* 18, 21
- Australian Bureau of Statistics Act 1975* 5-7
- Australian Government Credit Card (AGCC) 77
- Australian Standard Classification of Occupations (ASCO) 53, 59
- Australian Statistics Advisory Council (ASAC) 7, 10-12
- awards 1
- awareness through libraries 1, 192
- balance of payments methodology 38
- Balance of Payments Committee, International Monetary Fund 36-7
- bookshops 27
- business register component 51
- Business Regulation Review Unit study 24
- business surveys component 24, 48
- capital works and services
 - corporate services sub-program 129
 - facilities 125
 - plant and equipment 125
 - statistical operations sub-program 128
- cash on hand and at bank 130, 135
- CATI (computer-assisted telephone interviewing) 25, 44
- CDATA86—Census of Population: Summary Data on CD-ROM* 22
- CDATA91—Census of Population: Data on CDROM* 52-3
- CDROM products 2
- Census and Statistics Act 1905* 5, 13, 15-6
 - notices of direction issued and prosecution actions approved 79
 - staff engaged under 96
- censuses
 - agricultural 24, 42
 - construction 45
 - data processing 1
 - demography 53
 - distribution industries 44-5
 - health and welfare 54-5
 - manufacturing 24, 44
 - mining, electricity and gas industries 43
 - planning for 1996 2
 - population 1, 52-3
 - release of data 1
 - technology planning and development 65-6
 - transport 46
- Central Marketing Unit 34
- Central Office (ACT)
 - cafeteria 165-6
 - Comcare workers compensation premium rate 118
 - failure to gazette purchasing information 153
 - property usage 165-6

- staff 8-9, 89-98
 - top structure staff and program component responsibilities 85-7
 - sub-printery 165-6
- certification of financial statements 119-22
- child care arrangements 54
- classification
 - geographical 50
 - of qualifications 59
- CMAP91 on CDROM 2, 52
- Comcare
 - Trust Fund receipts and expenditure 129, 135
 - workers' compensation premium rate 118
- commitments 138
- Commonwealth Government accounts 123-6
- Communications Research Institute of Australia (CRIA) 31-2
- compensation and legal expenses 125
- complaints
 - respondents 23
- computing
 - EEO database 107-8
 - electronic dissemination component 32-3
 - foreign trade component 39
 - hand held for data collection 40
 - Information Technology Bureau 64-5
 - internal audit 80
 - population census component 52-3
 - public sector accounts component 41-3
 - RAINBOW personnel system 70
 - resource management component 74-5
 - security 14-6, 65-74
- confidentiality and security 13-6
- construction component 45
- construction of facilities 125
- consultancy services and market surveys 62-3, 157-64
 - services used 159-63
- consultation
 - expenditure 21
 - with staff unions 71, 116
- consumer price index 40
- contacts for freedom of information inquiries 178-9
- contracted expenditure 139
- coordination and consultation services 21
- corporate plan 74
- corporate services sub-program 5, 67-80, 84
 - cost 68
 - description 67
 - expenditure 68, 127, 129, 133, 147-50
 - objective 67
 - outputs 67-8
 - performance 68-9
 - performance appraisal 71-3
- recruitment 73
- review of components 69-80
 - executive 69
 - internal audit 80
 - office support 75-78
 - personnel management 70-4
 - resource management 74-5
 - secretariat 78-80
 - technology training 74
- staff development 69
- staff resources 90
- counselling of staff 118
- creditors 137-8
- crime statistics 57
- culture-leisure statistics (South Australia) 57
- data collection
 - potential barriers to access and equity 188-90
- data management component 60-1
- data release
 - electronic 25
 - time between end of reference period and 23
- demography component 53-4
- Dial-a-Statistic 2, 18, 21, 26
- direct mail organisation, amounts paid to 164
- disabled persons 54, 108
 - staff members 108
- disclosure of lists of names and addresses 185
- DISCOVERY Statistical Information Service* 18, 21, 33
- dissemination of statistics 21, 39
 - classified by subject matter and frequency 20
 - potential barriers to access and equity 188-90
- distribution and services industries component 44-5
- documents
 - tabled in Parliament 183-5
 - see also publications
- econometric and time series analyses component 61-2
- economic statistics systems component 52
- economy wide statistics component 47-8
- education component 20
- EEO
 - see equal employment opportunity
- electronic dissemination component 32-3
- electronic media, dissemination of statistics through 32-3
- employment statistics 54-5

- energy component 43
- energy conservation audits 77
- environment component 49-50
- environmental matters (ABS) 77-8
- equal employment opportunity (EEO) 107-11, 190
 - database 107-8
 - grievances 108-10
 - target groups representation 109
 - training activity attendance by target groups 101
- evaluation 10-2
 - corporate services sub-program 69-80
 - statistical operations sub-program 19-23
- expenditure
 - committed 138
 - contracted 139
 - coordination and consultation services 21
 - prepayments 137
 - program component 147-50
 - sub-programs 22
 - written off 140
- external course attendance
 - course type 105
 - level 104
- facilities constructed 125
- failure to gazette purchasing information 153
- farm debt 43
- FASTTRACCS 39
- females
 - see* women
- file storage space 165
- financial accounts component 40-1
- financial information (ABS) 8, 35-9, 74-5, 119-45
- fire extinguishers 78
- fleet management 75
- floppy disk services 33
- foreign trade component 39
- For Your Information* SBS-TV series 35
- fraud control 151
 - see also* security
- freedom of information 177-81
 - access to documents 177-9
 - aims within the ABS 5-9
 - contacts for inquiries 178-9
- full-time employees 89-96
- functions of the ABS 5-8
- geographical classification 50
- geographical information 50-1
- GeoLink, integrated regional database* 50
- glossary of terms 142-5
- graduate recruitment 73
- guarantees and undertakings 139
- guidelines for report preparation 203-21
- health and welfare component 54-5
- hospitals and surgeries 54
- household expenditure 57
- household surveys 59
- human resources
 - see* staff
- immigrants
 - see* people from non-English speaking backgrounds
- industrial democracy 113-6
- industry classification code 51
- infant sleeping positions 54
- information services component 26-31
- Information Technology Bureau component 64-5
 - see also* computing
- in-house training attendance
 - course type 103
 - level 102
- Innovative Management Award, Institute of Public Administrations 1993 1, 28-9
- inquiries and contacts for freedom of information 178-9
- Institute of Public Administrations 1993
- Innovative Management Award 1, 28-9
- intake of permanent staff 96
- integration and classification component 50-1
- internal audit 80
- international accounts component 36-9
- International Monetary Funds' Balance Of Payments Committee 36-7, 38
- Joint Economic Forecasting Group 35, 36
- Keylink electronic mail system* 18
- Labour Branch 20, 55-6
- legal services 125, 128-9
- liabilities and assets 130-41, 130, 139
- Library Consultative Group 28
- library extension program (LEP) 19, 21, 28-9, 35, 189-90, 192
 - Newsletter 28
- library service (ABS) 26-31
- losses and deficiencies in public moneys and other property 141

- main economic indicator statistics
(TELESTATS) 18, 21, 29
- management of ABS 9-12
- manufacturing component 44
- market surveys amounts paid 164
- marketing and public relations component 33-5
- Marketing Managers 34
- mathematical statistics component 62-3
- media advertising organisations, amounts paid to 164
- migrants
 - see people from non-English speaking backgrounds
- mining component 43
 - use of advanced technologies 49
- Ministerial replies to complaints/questions 13, 23
- mission statement vii
- names and addresses, disclosure of 185
- National Aboriginal and Torres Strait Islander Survey (NATIS) 2-3
- National Accounts and Prices Branch 35
- national accounts component 20, 35-6
- National Consultative Council
 - equal employment opportunity sub-committee 107
 - industrial democracy sub-committee 113
- national culture/leisure statistics unit 57
- national income forecasting (NIF) 61
- national project centres (NPCs) 9
- NATIS (National Aboriginal and Torres Strait Islander Survey) 2-3
- New South Wales Office
 - failure to gazette purchasing information 153
 - property usage 166
- New Zealand and Australia standard industrial classification 3
- news releases 34
- NIF (national income forecasting) 61
- 1991 population census output 52-3
- non-English speaking backgrounds, people from
 - staff members 108
- Northern Territory Office
 - failure to gazette purchasing information 153
 - property usage 166
- NPCs (national project centres) 9
- objectives
 - ABS program 5
 - corporate services sub-program 67
 - statistical operations sub-program 17
- occupation classification 53, 59
- occupational health and safety 117-8
- office accommodation 165-6
- office support 75-8
- organisation of the ABS 8-9
- outpostings 21
- parliamentary committee reports, responses to 171-6
- part-time employees 94-5
- pay increases 70
- payment of accounts 155
- PC Ausstats—Online Time Series Data Service 18, 21, 32
- PC-Telestats 21
- people from non-English speaking backgrounds
 - staff members 108
- people with disabilities 54, 108
 - staff members 108
- performance appraisal and performance-based pay 71-3
- permanent staff
 - intake and separations 96
- personnel administration 70
- personnel development and training 99-105
- personnel management component 70-74
 - graduate recruitment 73
- plant and equipment 125
- population census component 20, 52-3
- Population Census Data Processing Centre
 - property usage 165-6
- Population Survey Monitor 60
- population surveys component 59-60
- prepayments 137
- prices and household finance component 40
- product Marketing Managers 34
- professional papers by ABS officers 197-9
- program component responsibilities 85-7
- program of ABS 5-16
 - description 5-8
 - expenditure 127-9
 - financial resources 8
 - human resources and organisation 8-9
 - management and planning 9-12
 - objective 5
 - responsibilities of top structure 85-7
 - security of ABS data holdings 13-16
 - structure 5, 83-7
 - summary 127-9
- property
 - management 76
 - operating expenses 125-9
 - usage 165-6

- public relations component 33-5
- public sector accounts component 41-3
- Public Service Act 1922*
 - staff employed under 89-95
 - attendance at personnel development activities 99-105
- publications 2, 18-9, 27-8, 31-2, 35-6, 39, 41, 42, 99-105
 - electronic 32-3
 - foreign trade 39
 - library extension program 28
 - microfiche 22
 - national accounts 35-6
 - new 31, 32, 35, 36, 37, 40, 45, 47, 48, 49, 50, 51, 53, 56
 - professional papers by ABS officers 197-9
 - revenue raised 22, 27, 134
 - schools 26
 - social justice, access and equity, and status of women 190-1
 - special articles in earlier ABS annual reports 201-2
 - styles 31-2
 - supporting or enhancing social justice, access and equity, and status of women 190-1
 - value of sales 27
- publications of components
 - mining 43
 - manufacturing 44
 - national accounts 35-6
- publishing component 31-2
- purchasing and stores 75
- Queensland Office
 - property usage 166
- RAINBOW personnel system
- receivables 136
- Records Disposal Authority 77
- recruitment corporate services sub-program 73
- recycled paper 77-8
- reducing workload of respondents 23-5
- release of statistical data
 - agriculture 42
 - classified by subject matter and frequency 20
 - manufacturing 44
 - mining 43
 - time between end of reference period and 23
- research and development (R&D)
 - component 48-9
- resource management component 74-5
- resources received free of charge 141
- respondent load 23-5
- retail trading statistics 44
- revenue 1, 22
- review of components of corporate services
 - sub-program 69-80
 - executive 69
 - internal audit 80
 - office support 75-78
 - personnel management 70-4
 - resource management 74-5
 - secretariat 78-80
 - technology training 74
- Royal Commission into Aboriginal Deaths in Custody 2-3
- salaries 125-9
- SBS-TV series 35
- schools' publications 26
- science and technology component 48-9
- secretariat sub-component 78-80
- security 13-6, 65, 74
- Senior Executive Service (SES) 69, 97-8
 - performance appraisal and performance-based pay 71-3
 - salaries 125, 128-9
- separations of permanent staff 96
- service industry component 47
- service wide pay increases 70
- small business component 47
- small business workload 48
- social analysis and standards component 56-9
- social atlases 30, 32, 34
- social indicators 34, 57
- social justice
 - access and equity and status of women 187-95
 - library extension program 192
- South Australian Office
 - failure to gazette purchasing information 153
 - national culture/leisure statistics unit 57
 - property usage 166
- special articles in earlier ABS annual reports 201-2
- SSUL (statistical services and user liaison)
 - component 63-4
- staff
 - ABS 8-9
 - engaged under *Census and Statistics Act 1905* 96
 - employed under *Public Service Act 1922* 89-95
 - permanent, intake and separations 96
 - professional papers 197-9
 - top structure responsibilities 85-7

staff training and development
 consultants under engagement 157-64
 corporate services sub-program 69
 occupational health and safety 117
 standards 3, 50
 classification of occupations (ASCO) 53, 59
 State and Territory Offices
 top structure staff and program component responsibilities 85-7
 State Governments' accounts 36
 statistical consultancy and training 62-3, 157-64
 statistical operations sub-program 5, 17-66, 83
 agriculture 20, 24, 41-43
 business register 51
 business surveys 24, 48
 construction 45
 description 17-8
 distribution industries 44-5
 economy wide statistics 47-8
 electronic dissemination 32-33
 energy 43
 environment 49-50
 expenditure 22, 127-8, 133, 147-50
 financial accounts 40-1
 foreign trade 39
 information services 26-31
 Information Technology (IT) Bureau 64-5
 integration and classification 50-1
 international accounts 36-39
 manufacturing 44
 marketing and public relations 33-5
 mathematical statistics 62-3
 mining 43
 national accounts 20, 35-6
 objective 17
 outputs 18-9
 performance 19-23
 prices 40
 public sector accounts 41-3
 publishing 31-2
 respondent load 23-25
 revenue 22, 27
 science and technology 48-9
 service industries and small business 47
 staff resources 89-90
 statistical services and user liaison 63-4
 technology planning and development 65-6
 tourism 46
 transport 45-6
 user support 66
 statistical services and user liaison (SSUL) component 63-4
 statistical support sub-component 62
Statistics (Arrangements with States) Act 1956 5, 7-8

status of women 187-95
 strategic marketing plan 33
 strategic management plan 9-12
 structure, staff and program component responsibilities 85-7
 subscription service 27
 sudden infant death syndrome 54
 surveys 2-3, 24, 25, 34ff
 revenue from 22
 user-funded 22, 42

Tasmanian Office
 property usage 166
 technical assistance to Asia-Pacific region
 statistical agencies 79-80
 technology planning and development component 65-6
 technology training 74
 telephone inquiries/messages 2, 21, 26
 telephone interviewing, computer-assisted (CATI) 25, 44
TELESTATS electronic mail services 18, 21, 39
 time series analysis sub-component 61-2
 timeliness 23, 37, 39
 top structure responsibilities 85-7
 topographical data 2, 32
 tourism component 46
 training

see staff training and development
 transport component 45-6
TRANSTATS 1991 motor vehicle data on floppy disk 46

unacquitted advances 139
 underslab insulation for building 78
 unemployment statistics 55
 uniform presentation of government financial information 41
 unions, consultation with 113-6
 United Nations Statistical Commission 4
 user support component 66

Victorian Office
 failure to gazette purchasing information 153
 property usage 166
 videotex service 18, 21, 33

wage costs 56
 waiver of rights to payment of moneys 139
 Western Australian Office
 failure to gazette purchasing information 153
 property usage 166

- women 34
 - health 54
 - staff members 89-98, 108
 - and EEO 107-11
 - social justice, access and equity 187-95
 - statistics compared with men 57
- work program
 - potential barriers to access and equity 188-90
- workers compensation premium rate 118
- workload on small business by government paperwork 48



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